

# **TOWN REPORT**

## **Groveland, Massachusetts**



# **2017**



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## Local Municipal Information and Statistics

- Groveland was settled in 1630, and was part of Rowley until 1675, then part of Bradford from 1675 until 1850
- Incorporated on September 9<sup>th</sup>, 1850 as “The Town of Groveland” (known as Groveland Day)
- Located in Essex County, Massachusetts (zip code 01834) (area code 978)
- Surrounding cities and towns include: West Newbury, Haverhill, Georgetown and Boxford, as well as the banks of the Merrimack River
- Total area is 9.4 square miles, land area is 8.9 square mi and water area is 0.5 square mi.
- Total miles of roadways: 44 miles
- The town consists of two precincts: Groveland and South Groveland
- The form of government consists of a 5-member Board of Selectmen and Open Town Meeting
- Schools include Dr. Elmer S. Bagnall Elementary School and Pentucket Regional Middle and High Schools
- Website: [www.grovelandma.com](http://www.grovelandma.com)

**ELECTED AND  
APPOINTED  
POSITIONS,  
BOARDS AND  
COMMITTEES**

TOWN OF GROVELAND  
OFFICE OF THE TOWN CLERK, 183 MAIN ST  
TEL: 978-556-7221 FAX 978-469-5006

Elected Town Boards and Officials at the start of Fiscal 2017  
(July 1, 2016 through June 30, 2017)

Please contact the Town Clerk for a list of those who served

**ASSESSOR**

3 members, 3-year terms

**CEMETERY COMMISSION**

3 members, 3-year terms

**HEALTH BOARD**

3 members, 3-year terms

**HOUSING AUTHORITY**

5 members, 5-year terms

**LIBRARY TRUSTEE**

9 members, 3-year terms

**LIGHT COMMISSION**

3 members, 3-year terms

**MODERATOR**

1-year term

**PLANNING BOARD**

5 members, 5-year terms

**ROAD COMMISSIONER**

3-year term

**SCHOOL COMMITTEE**

3 members, 3-year terms

**SELECTMEN**

5 members, 3-year terms

**TOWN CLERK**

3-year term

**TREE WARDEN**

1-year term

**WATER/SEWER COMMISSION**

3 members, 3-year terms

# Annually Appointed Town Officers at the start of Fiscal 2017 (July 1, 2016)

<u>Position</u>	<u>Name</u>
ADA Coordinator.....	Sam Joslin
Animal Control Officer.....	Nathaniel J. Peabody
Assistant Animal Control Officer.....	Stephen M. Sargent
Assistant Animal Control Officer.....	Josh Sindoni
Building Inspector.....	Sam Joslin
Burial Agent.....	Anne Brodie
Dockmaster.....	Robert Raimondi
Dockmaster.....	Nick Toleos
Earth Removal Enforcement Officer/ Site Inspector.....	Robert Arakelian
Emergency Management Director.....	Jeffrey Gillen
Assistant Emergency Management Director.....	Robert Arakelian
Assistant Emergency Management Director.....	Robert Kirmelewicz
Assistant Emergency Management Director.....	Stephen Sargent
Finance Director (3 Years).....	Denise Dembkoski
Forest Fire Warden.....	Robert Lay
Election Constable.....	Dave Tuttle
Harbormaster.....	Michael Vets
Health Agent.....	Deb Ketchen
Health Nurse.....	Anita Wright
Merrimack Valley Planning Commissioner.....	Robert O'Hanley

Merrimack Valley Planning Commissioner Alternate.....Robert Arakelian

Plumbing/ Gas Inspector..... Gerald Viens

Assistant Plumbing/ Gas Inspector.....Richard K. Danforth

Right to Know Officer.....Robert Lay

Superintendent Insect Pest Control.....Mark Parenteau

Town Counsel..... Kopelman and Paige, P.C.

Veteran's Agent..... Michael Ingham

Wire Inspector..... Albert Seavey

Zoning Enforcement Officer.....Sam Joslin



## Appointed Town Boards and Committees at the start of Fiscal 2017 (July 1, 2016)

### Affordable Housing Committee (5 members, 1 year terms)

-Bruce Adams, Erin Merrill, Melissa Covey, Robert Guptill, vacant

### Board of Registrars (3 members, 1 year terms)

-Jennifer Close, Laurie LeBlanc, vacant

### Cable TV Advisory Board (5 members, 1 year terms)

-Beth Rose, Tracy Gilford, Ed Watson, John McComiskie, vacant

### Capital Improvement Committee (5 members and ex-officio, 3 year terms)

-James Scanlon, Kevin Cunniff, Jeff Pappas, John Osborne, vacant, Denise Dembkoski (ex-officio)

### Conservation Commission (7 members, 3 year terms)

-Frederick O'Connor, John Gebauer, Michael Dempsey, Heather Meninger, Jill Formosi, Terry Grim, Schaefer

### Council on Aging (5 members, 3 year terms)

-Dorothy DiChiarra, Anita Wright, Ronald Mertens, Frank Sadowski, Laurel Puchalski

### Cultural Council (5 members, 6 year terms)

-Gail Dennig, Susan D'Angelo, Larry Elardo, Leeah Crane, Jane Jennings

### Finance Board (9 members, 3 year terms) (as of 8/1/16)

-James Scanlon, Kathleen Kastrinelis, Ashalond Daniels, Theresa Dunn, Jon Perkins, Ruth Rivard, Andrew Wildes, Joe D'Amore (as of 3/2017), vacant

Historical Commission (5 members, 3 year terms)

-Carroll Gustafson, Claire Walsh, vacant, vacant, vacant

Open Space and Trails Committee (5 members, 1 year terms)

-Alexander Johnson, Jennifer Cadigan, Michael Cordaro, Michael Davis, Robert Guptill

Recreation Committee (7 members, 1 year terms/ 3 auxillary members)

-Alese Hunt, Bethany Silva, Daniel Stewart, Doug Demers, Erin Merrill, Michael Houghton, Pamela Blaquiere, Jen O'Malley (auxillary), vacant (auxillary), vacant (auxillary)

Stormwater Management Committee (3 members, 1 year terms)

-William Carter, vacant, vacant

Zoning Board of Appeals (5 members, 3 year terms/ 3 alternates, 1 year terms)

-Kacy Bailey, Kathleen Franson, Daniel MacDonald, Mark McCabe, Tom Wakefield, vacant (alternate), vacant (alternate), vacant (alternate)

# **ACCOUNTANT'S REPORT**

# STATEMENT OF NET POSITION

JUNE 30, 2017

	Primary Government		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
<b>CURRENT:</b>			
Cash and cash equivalents.....	\$ 6,295,202	\$ 2,114,887	\$ 8,410,089
Restricted cash and cash equivalents.....	-	83,432	83,432
Investments.....	570,446	3,436,868	4,007,314
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	55,184	-	55,184
Tax liens.....	500,251	-	500,251
Motor vehicle excise taxes.....	50,251	-	50,251
Water fees.....	-	578,415	578,415
Sewer fees.....	-	248,067	248,067
Electric light fees.....	-	636,189	636,189
Special assessments.....	-	42,938	42,938
Intergovernmental.....	476,512	-	476,512
Tax foreclosures.....	58,468	-	58,468
Inventory.....	-	11,561	11,561
Prepaid expenses.....	-	757,853	757,853
<b>NONCURRENT:</b>			
Receivables, net of allowance for uncollectibles:			
Special assessments.....	-	68,025	68,025
Capital assets, net of accumulated depreciation:			
Nondepreciable.....	9,796,039	1,960,133	11,756,172
Depreciable.....	18,153,998	13,459,231	31,613,229
<b>TOTAL ASSETS.....</b>	<b>35,956,351</b>	<b>23,397,599</b>	<b>59,353,950</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows of resources related to pensions.....	503,552	214,096	717,648
<b>LIABILITIES</b>			
<b>CURRENT:</b>			
Warrants payable.....	74,665	309,902	384,567
Accrued payroll.....	58,210	7,283	65,493
Accrued interest.....	5,661	36,665	42,326
Customer deposits payable.....	-	98,162	98,162
Capital lease obligations.....	87,236	-	87,236
Compensated absences.....	38,125	5,375	43,500
Capital assessment payable.....	200,000	-	200,000
Bonds payable.....	284,032	265,325	549,357
<b>NONCURRENT:</b>			
Compensated absences.....	114,375	16,125	130,500
Other postemployment benefits.....	1,462,927	515,480	1,978,407
Net pension liability.....	5,842,616	2,484,115	8,326,731
Capital assessment payable.....	6,003,831	-	6,003,831
Bonds payable.....	4,042,392	3,800,000	7,842,392
<b>TOTAL LIABILITIES.....</b>	<b>18,214,070</b>	<b>7,538,432</b>	<b>25,752,502</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows of resources related to pensions.....	469,665	199,689	669,354
<b>NET POSITION</b>			
Net investment in capital assets.....	17,332,546	12,151,122	29,483,668
Restricted for:			
Permanent funds:			
Nonexpendable.....	410,218	-	410,218
Community preservation.....	2,565,255	-	2,565,255
Gifts and grants.....	474,610	-	474,610
Unrestricted.....	(3,006,461)	3,722,452	715,991
<b>TOTAL NET POSITION.....</b>	<b>\$ 17,776,168</b>	<b>\$ 15,873,574</b>	<b>\$ 33,649,742</b>

See notes to basic financial statements.

# STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2017

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
Governmental Activities:					
General government.....	\$ 1,733,917	\$ 418,095	\$ 107,451	\$ 2,177	\$ (1,206,194)
Public safety.....	2,757,317	142,139	35,089	-	(2,580,089)
Education.....	10,152,861	-	-	-	(10,152,861)
Public works.....	1,948,144	35,275	4,800	247,232	(1,660,837)
Community preservation.....	242,309	-	-	112,238	(130,071)
Human services.....	292,747	24,720	22,057	-	(245,970)
Culture and recreation.....	608,045	-	147,304	-	(460,741)
Interest.....	95,773	-	-	-	(95,773)
Total Governmental Activities.....	17,831,113	620,229	316,701	361,647	(16,532,536)
Business-Type Activities:					
Water.....	912,726	1,015,603	-	-	102,877
Sewer.....	562,274	446,465	-	-	(115,809)
Electric Light.....	5,074,728	5,519,328	-	-	444,600
Total Business-Type Activities.....	6,549,728	6,981,396	-	-	431,668
Total Primary Government.....	\$ 24,380,841	\$ 7,601,625	\$ 316,701	\$ 361,647	\$ (16,100,868)

See notes to basic financial statements.

(Continued)

# STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2017

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>Changes in net position:</b>			
Net (expense) revenue from previous page.....	\$ <b>(16,532,536)</b>	\$ <b>431,668</b>	\$ <b>(16,100,868)</b>
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	13,344,891	-	13,344,891
Tax liens.....	89,921	-	89,921
Motor vehicle excise taxes.....	1,006,597	-	1,006,597
Community preservation tax.....	294,761	-	294,761
Penalties and interest on taxes.....	63,794	-	63,794
Payments in lieu of taxes.....	36,945	-	36,945
Grants and contributions not restricted to specific programs.....	930,908	-	930,908
Unrestricted investment income.....	33,320	179,527	212,847
<i>Transfers, net</i> .....	(24,508)	24,508	-
Total general revenues and transfers.....	15,776,629	204,035	15,980,664
Change in net position.....	(755,907)	635,703	(120,204)
<i>Net Position:</i>			
Beginning of year.....	18,532,075	15,237,871	33,769,946
End of year.....	\$ <u>17,776,168</u>	\$ <u>15,873,574</u>	\$ <u>33,649,742</u>

See notes to basic financial statements.

(Concluded)

# **TREASURER'S REPORTS**

**TRUST FUNDS**  
**June 30, 2017**

**Library Trust Funds**

Please refer to the Library Trustees Report for information on the Library Trust Funds

**Scholarship Trust Funds**

	<b>Non-Expendable</b>	<b>Expendable</b>
<u>AL Wales Scholarship Fund</u>		
Balance on Hand July 1, 2016	\$2,044.68	\$49.72
Plus Interest		\$22.05
Less Award		
Balance on Hand June 30, 2017	\$2,044.68	\$71.77
 <u>George Mitchell Scholarship</u>		
Balance on Hand July 1, 2016	\$5,295.57	\$401.65
Plus Interest		\$57.86
Less Award		
Balance on Hand June 30, 2017	\$5,295.57	\$459.51

**Cemetery Trust Funds**

	<b>Non-Expendable</b>	<b>Expendable</b>
<u>Woodburn Nichols Fund</u>		
Balance on Hand July 1, 2016	\$5,354.58	\$247.46
Plus Interest		\$67.76
Plus Deposits		
Less Withdrawals		
Balance on Hand June 30, 2017	\$5,354.58	\$315.22
 <u>Perpetual Care</u>		
Balance on Hand July 1, 2016	\$297,417.62	\$6,582.58
Plus Interest		\$6,653.96
Plus Deposits	\$4,800.00	
Less Withdrawals		(\$5,575.00)
Balance on Hand June 30, 2017	\$302,217.62	\$7,661.54



**TRUST FUNDS**  
**June 30, 2017**

<u>Sale of Lots</u>	<b>Non-Expendable</b>	<b>Expendable</b>
Balance on Hand July 1, 2016		\$15,302.64
Plus Deposits		\$4,800.00
Less Withdrawals		(\$11,911.25)
Balance on Hand June 30, 2017		\$8,191.39
 <u><b>Langley Poor and Needy Fund</b></u>	 <b>Non-Expendable</b>	 <b>Expendable</b>
Balance on Hand July 1, 2016	\$78,675.88	\$121,928.33
Plus Interest		\$368.22
Balance on Hand June 30, 2017	\$78,675.88	\$122,296.55
 <u><b>Merrimack Park Fund</b></u>	 <b>Non-Expendable</b>	 <b>Expendable</b>
Balance on Hand July 1, 2016	\$1,669.80	\$2,639.24
Plus Interest		\$36.55
Balance on Hand June 30, 2017	\$1,669.80	\$2,675.79
 <u><b>Post War Rehabilitation Fund</b></u>	 <b>Non-Expendable</b>	 <b>Expendable</b>
Balance on Hand July 1, 2016	\$14,957.95	\$16,854.84
Plus Interest		\$269.72
Balance on Hand June 30, 2017	\$14,957.95	\$17,124.56

Respectfully Submitted:  
Denise M. Dembkoski  
Finance Director/Treasurer/Collector

Town of Groveland			
Fiscal Year 2017 Salaries			
<u>Employee</u>	<u>Location</u>	<u>Position</u>	<u>FY 2017 Gross Wages</u>
Adams, Christopher	Fire Department	Call Firefighter	\$ 787.15
Ambrefe, James	Summer Program	Summer Program Employee	\$ 2,986.60
Arakelian, Robert	Highway	Road Commissioner	\$ 80,627.73
Balletto, Jordan	Summer Program	Summer Program Employee	\$ 3,428.75
Balletto, Taylor	Fire Department	Call Firefighter	\$ 4,628.94
Bartolo, Steven	Fire Department	Call Firefighter	\$ 3,937.76
Basile, Sabrina	Summer Program	Summer Program Employee	\$ 2,659.15
Batista , Cynthia	Police Department	Police Dispatch	\$ 51,086.38
Belfiore, Brian	Fire Department	Call Firefighter	\$ 9,300.05
Bentsen, Lori	Board of Health	Administrative Assistant	\$ 26,450.90
Binding, Jeremy	Summer Program	Summer Program Employee	\$ 2,783.51
Bosch, Alyssa	Fire Department	Call Firefighter	\$ 4,637.79
Bosch, Christopher	Fire Department	Call Firefighter	\$ 8,381.00
Bourque, Catherine	Library	Library Assistant	\$ 9,491.66
Bridgewater, Nolan	Summer Program	Summer Program Employee	\$ 4,125.00
Briscoe, Daniel	Fire Department	Fire Lieutenant	\$ 10,031.30
Brodie , Anne	Town Clerk	Town Clerk	\$ 57,480.78
Bryan, Frank	Cemetery	Cemetery Superintendent	\$ 40,480.94
Burke, Nisha	Council on Aging	Program Coordinator COA	\$ 33,244.50
Burnell, Betty	Veterans	Clerical Support	\$ 2,997.15
Burton, Erica	Summer Program	Summer Program Employee	\$ 2,385.96
Castonquay, Matthew	Summer Program	Summer Program Director	\$ 6,802.38
Clark III, Richard	Light Department	Electric Laborer	\$ 4,506.09
Close, Jennifer	Town Clerk	Registrar	\$ 375.00
Close, Tokala	Facilities	Facilities Coordinator	\$ 15,518.34
Cloutier , Michael	Light Department	General Manager	\$ 103,904.51
Collins, Stephen	Highway	Driver/Operator/Laborer	\$ 66,128.60
Cotton, Ryan	Cemetery	Cemetery Seasonal Employee	\$ 704.00
Credit, Allen	Fire Department	Fire Lieutenant	\$ 7,772.26
Cross, Kermit	Light Department	Board Member	\$ 1,000.00
Croteau, Joshua	Cemetery	Cemetery Seasonal Employee	\$ 4,002.75
Croteau, Marilyn	Light Department	Office Manager	\$ 64,025.53
Cusick Jr., Thomas	Water & Sewer	Water & Sewe Superintendent	\$ 91,439.78
Dalton, Jeffrey	Fire Department	Call Firefighter	\$ 6,330.77
Danforth, Peter	Highway	Driver/Operator/Laborer	\$ 63,981.07
D'Angelo, Susan	Town Clerk	Poll Worker	\$ 75.00
Daniels, Sandra	Town Clerk	Poll Worker	\$ 250.00
Daniels, Stephen	Light Department	Board Member	\$ 1,000.00
Darke, William	Assessor's Office	Board Member	\$ 300.00

Decie, Rosemary	Conservation	Clerical Support	\$ 7,990.50
Dembkoski, Denise	Finance Department	Finance & Personnel Director	\$ 106,247.13
Depaolo, Ryan	Summer Program	Summer Program Employee	\$ 2,696.25
Dichiara, Dorothy	Town Clerk	Poll Worker	\$ 125.00
Doto, Alessandro	Police Department	Police Officer	\$ 49,718.47
Dunn, William	Selectmen's Office	Board Member	\$ 1,500.00
Elardo, Nicola	Summer Program	Summer Program Employee	\$ 2,149.96
Ertsos, Christopher	Police Department	Police Officer	\$ 65,612.63
Evans, David	Fire Department	Call Firefighter	\$ 4,190.41
Evans, Lisa	Fire Department	Call Firefighter	\$ 3,431.64
Favor, Bryanna	Summer Program	Summer Program Employee	\$ 3,266.25
Fisher, Amanda	Council on Aging	Outreach Worker COA	\$ 443.52
Fitzgerald, Kelsey	Library	Library Page	\$ 400.76
Fitzgerald, Shannon	Summer Program	Summer Program Employee	\$ 2,713.21
Fornesi, Michael	Police Department	Police Reserve	\$ 21,989.08
Fournier, Edwin	Police Department	Police Dispatch/Reserve Officer	\$ 69,148.03
Gilford, Tracy	Fire Department	Call Firefighter	\$ 4,870.89
Gillen, Jeffrey	Police Department	Deputy Police Chief	\$ 135,024.51
Gilmore, Riley	Summer Program	Summer Program Employee	\$ 2,667.17
Gorrell, Aidan	Summer Program	Summer Program Employee	\$ 2,723.40
Gorski, Eric	Police Department	Police Officer	\$ 81,423.45
Gray III, Phillip	Fire Department	Call Firefighter	\$ 1,856.01
Greenberg, James	Facilities	Facilities Coordinator	\$ 972.00
Greene Iv, William	Highway	Foreman/Mechanic/Operator	\$ 88,668.20
Greene, Jacob	Summer Program	Summer Program Employee	\$ 2,965.42
Hegh, Michael	Fire Department	Call Firefighter	\$ 63.33
Hendry, Connor	Fire Department	Call Firefighter	\$ 1,910.83
Hendry, Stephen	Fire Department	Call Firefighter	\$ 1,251.18
Henriquez, Joel	Police Department	Police Reserve	\$ 16,192.48
Hicks, Jennifer	Fire Department	Call Firefighter	\$ 6,283.93
Hill, Gerald	Light Department	Board Member	\$ 300.00
Hodges, Marion	Town Clerk	Poll Worker	\$ 410.00
Huberdeau, Adam	Fire Department	Call Firefighter	\$ 294.41
Ingham, Michael	Veterans	Veterans Agent	\$ 4,925.82
Issa, Fadi	Fire Department	Call Firefighter	\$ 3,385.09
Jensen, Patrick	Cemetery	Cemetery Seasonal Employee	\$ 60.50
Jones, Elizabeth	Library	Library Page	\$ 1,490.48
Joslin, Samuel	Building Department	Building Inspector	\$ 46,839.59
Kastrinelis, Andrew	Fire Department	Call Firefighter	\$ 17.11
Kelley, James	Light Department	Electric Laborer	\$ 102,424.27
Kershaw, Sara	Library	Library Page	\$ 408.73
Ketchen , Deborah	Board of Health	Health Agent	\$ 21,520.43
Kirmelewicz, Robert	Police Department	Police Chief	\$ 120,272.58
Klosowski Iii, William	Light Department	Electric Laborer	\$ 98,164.27

Kotuli, Jamie	Water & Sewer	Water & Sewer Laborer	\$ 64,596.19
Labelle, Sean	Light Department	Board Member	\$ 1,000.00
Lacey, Myron	Library	Library Page	\$ 2,185.71
Ladd, Victoria	Police Department	Police Dispatch	\$ 59,868.45
Lahiff, Allison	Summer Program	Summer Program Employee	\$ 2,773.57
Lawless, Michael	Fire Department	Fire Lieutenant	\$ 8,256.72
Lay, Robert	Fire Department	Fire Chief	\$ 28,073.11
Leblanc, Laurie	Town Clerk	Poll Worker	\$ 375.00
Leeman, Matthew	Police Department	Police Reserve	\$ 7,757.00
Lenzie, Jacqueline	Light Department	Clerical Support	\$ 2,240.71
Lepore, Darcy	Library	Children's Librarian	\$ 33,792.30
Lesiczka, Madison	Summer Program	Summer Program Employee	\$ 2,444.31
Ligois, Alexandra	Summer Program	Summer Program Employee	\$ 2,414.28
Liquori, Chris	Cable	Cable Administrator	\$ 27,155.72
L'Italien, Christopher	Police Department	Police Reserve	\$ 28,142.92
Losee, Walter	Council on Aging	Van Driver COA	\$ 9,809.47
Lucier, William	Fire Department	Call Firefighter	\$ 4,641.04
MacDonald, Daniel	Selectmen's Office	Board Member	\$ 1,500.00
Macmullen, Alex	Fire Department	Call Firefighter	\$ 32.86
Mcdonald, Dwight	Police Department	Police Sergeant	\$ 115,992.87
Mcmains, Joseph	Police Department	Police Reserve	\$ 14,932.88
Mcneil Jr., Richard	Council on Aging	Van Driver COA	\$ 4,168.06
Mendez, Charles	Cable	Cable Technician	\$ 12,183.30
Merrill Jr., Stephen	Fire Department	Call Firefighter	\$ 7,436.39
Mitchell, Hugh	Council on Aging	Van Driver COA	\$ 4,688.67
Modlish, Carolyn	Summer Program	Summer Program Employee	\$ 2,374.08
Modlish, Jeffrey	Summer Program	Summer Program Employee	\$ 2,395.40
Moody Sr., Neil	Assessor's Office	Board Member	\$ 300.00
Morton, James	Police Department	Police Reserve	\$ 424.00
Munoz, Debra	Police Department	Police Dispatch	\$ 19,642.89
Murphy, Cassandra	Selectmen's Office	Admin Assistant & Treasury Clerk	\$ 30,582.51
Nakanishi, Susan	Library	Adult Services Librarian	\$ 34,517.61
Neenan, Michael	Cemetery	Cemetery Seasonal Employee	\$ 1,140.00
O'Neil, William	Selectmen's Office	Board Member	\$ 1,500.00
Panaro, Courtney	Fire Department	Call Firefighter	\$ 2,311.07
Parenteau, Mark	Highway	Driver/Operator/Laborer	\$ 63,112.86
Peabody, Nathaniel	Police Department	Police Reserve	\$ 5,004.64
Pennie, Patrick	Fire Department	Call Firefighter	\$ 2,357.13
Petrone , Steven	Police Department	Police Officer	\$ 106,469.70
Pierce, Paul	Police Department	Police Reserve	\$ 9,692.84
Powell, Anne	Library	Library Assistant	\$ 5,966.95
Puopolo, Joseph	Fire Department	Call Firefighter	\$ 1,222.62
Quintiliani, Lynn	Light Department	Clerical Support	\$ 57,089.25
Reed, Edward	Highway	Gate Keepers	\$ 2,615.00

Rhudick, Kenneth	Light Department	Driver/Operator/Laborer	\$ 100,547.22
Richards, Robert	Police Department	Police Reserve	\$ 25,348.52
Richmond Jr., Daniel	Police Department	Police Dispatch/Reserve Officer	\$ 59,706.68
Riley, Heather	Police Department	Police Officer	\$ 90,130.70
Roccapriore, Spencer	Library	Library Page	\$ 439.74
Rogers, Patricia	Finance Department	Assistant Treasurer/Collector	\$ 50,831.78
Rogers, Patricia	Water & Sewer	Water & Sewer Manager	\$ 59,774.07
Ross, Brian	Fire Department	Call Firefighter	\$ 1,097.99
Ruchala, Kurt	Fire Department	Fire Captain	\$ 6,446.17
Ryan, Eric	Police Department	Police Sergeant	\$ 120,409.07
Sanborn, Adam	Police Department	Police Reserve	\$ 40,453.38
Santapaola, Joseph	Fire Department	Fire Lieutenant	\$ 6,877.94
Sargent, Stephen	Police Department	Police Dispatch/Reserve Officer	\$ 64,011.34
Saunders, Ronald	Light Department	Electric Laborer	\$ 26,088.48
Scott, Erik	Summer Program	Summer Program Employee	\$ 811.55
Seavey, Albert	Building Department	Wiring Inspector	\$ 9,825.00
Shaw, Katherine	Council on Aging	Outreach Worker COA	\$ 5,785.42
Shea, Megan	Fire Department	Call Firefighter	\$ 1,857.55
Sheehan, James	Water & Sewer	Board Member	\$ 600.00
Silva, Matthew	Water & Sewer	Water & Sewer Laborer	\$ 51,343.42
Sindoni, Joshua	Police Department	Police Officer	\$ 78,222.59
Slattery, Frances	Town Clerk	Poll Worker	\$ 410.00
Snow, Kevin	Light Department	General Manager	\$ 126,775.70
Sorenson, Walter	Planning Board	Board Member	\$ 300.00
Stanton, Lynne	Council on Aging	Council on Aging Director	\$ 52,325.22
Staton, Emily	Police Department	Reserve Dispatcher	\$ 6,728.40
Stevens, Lisa	Summer Program	Summer Program Asst. Director	\$ 10,157.42
Stokes, Colin	Water & Sewer	Water & Sewer Laborer	\$ 58,476.36
Sullivan, Jacqueline	Finance Department	Town Accountant	\$ 75,572.80
Tibbetts, Gerard	Highway	Gate Keepers	\$ 2,184.00
Tine, Russell	Fire Department	Call Firefighter	\$ 3,281.72
Towler, Lauren	Library	Library Assistant	\$ 15,303.16
Trudell, Katelyn	Police Department	Police Dispatch	\$ 10,878.84
Tuttle, David	Town Clerk	Poll Worker	\$ 375.00
Tuttle, Evelyn	Town Clerk	Election Constable	\$ 375.00
Vallone, Kristopher	Fire Department	Call Firefighter	\$ 3,667.67
Viens, Gerald	Building Department	Plumbing Inspector	\$ 11,130.96
Voogd, Jan	Library	Library Director	\$ 60,990.80
Wallace, Jacob	Police Department	Police Dispatch/Reserve Officer	\$ 15,465.22
Webster, Debra	Assessor's Office	Assessing Manager	\$ 50,202.24
Wolbach, Cameron	Summer Program	Summer Program Employee	\$ 2,391.01
Wood, Michael	Selectmen's Office	Board Member	\$ 1,500.00
Wright, Anita	Board of Health	Public Health Nurse	\$ 11,494.76
Yaskell, Susan	Water & Sewer	Clerical Support	\$ 5,628.00

York, Richard	Fire Department	Fire Captain	\$ 10,407.64
		Grand Total	\$ 4,020,868.61

# **TOWN CLERK'S REPORT**

TOWN OF GROVELAND  
OFFICE OF THE TOWN CLERK  
183 MAIN STREET

Tel: 978-556-7221 Fax: 978-469-5006

Anne M. Brodie

2017

Births:	56	Males: 32	Females: 24
Deaths:	43	Males: 24	Females: 19
Marriages:	21		

Licensed Dogs: 643

Population: 6507

Registered Voters: 4942



# **FINANCE BOARD REPORT**

# Town of Groveland Finance Board



Report to the Annual Town Meeting  
On the Fiscal 2018 Budget Requests

**Town of Groveland  
Finance Board Report to Annual Town Meeting  
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# **Town of Groveland**

## **Finance Board Report to the Annual Town Meeting**

### **For the Fiscal 2018 Budget**

Our responsibility as the Groveland Finance Board is to “consider those affairs and interests of the town the subjects of which are included in the warrants for the town meetings, consider the question of the town's obligations, the administration of the various departments, and make such reports and recommendations to the town concerning the administration of any and all departments that the circumstances may justify and by a majority vote of the members present.” We are a newly formed Board and began our meetings on a monthly basis in the Fall of 2016. We are taxpayers just as you are and we undertook our responsibility to review all articles being presented to town meetings with a seriousness and desire to ensure all financial issues were reviewed carefully and completely.

George Washington said it best: “We must consult our means rather than our wishes.”

Thus, to accomplish our responsibility we met monthly during the Fall and then transitioned to biweekly and then weekly meetings in order to meet with all departments and committees submitting budgets and articles to the town meeting. We did struggle with reaching a quorum of five (5) members during our meetings and, unfortunately, had to cancel one meeting due to lack of quorum. This prompted the Finance Board to sponsor an article to lower the number of regular members on the committee from nine (9) to seven (7) while allowing for two (2) alternate members. This change will allow the Board to meet with a quorum of four (4) members while still allowing a total of nine (9) citizens to become members of the Board. We ask for your support for this article at this year's town meeting.

We adopted **three goals** as we progressed through the budget review process.

- 1) **To recommend a “balanced budget”** to the town meeting.
- 2) **To strengthen the town's fiscal position by increasing reserves** in the town's Stabilization Fund. Based on sound financial practices we support the town maintaining reserves of at least 10% of its operating budget to ensure our ability to maintain town services in the event of unforeseen financial costs. It should be noted, that we did not reduce or cut any department's budget request in order to accomplish this goal.
- 3) **To continue to make payments to offset the significant deficit in the town's retirement fund** identified by town auditors. Including this year's contribution of \$85,000, the balance in the OPEB (Other Post-Employment Benefits) is increased to \$171,550. Current projections show the town's OPEB obligation is between 1.2 and 1.4 million dollars, so **the town must continue to fund this important aspect of its budget.**

**We are pleased to report that our recommendations to this year's town meeting accomplish all three goals while maintaining town services at current levels as well as recommending a 2% salary increase to all town employees.** On page 3 of our booklet, we show that our recommendations for the town's operating budget, Article 5, are balanced by forecasted revenues.

Town departments continue to work diligently to deliver services without significant increases---most department budgets increased by less than 3%. We commend the town departments for their diligence and resourcefulness in consistently looking for ways to stay within their budgets while still delivering the same quality of services. We have included a table and chart summarizing spending by town departments.

To be transparent in our recommendations and to fully inform you, we compiled a list of noteworthy changes and tied these to the town departments' budget requests (Article 5). In the omnibus, we noted overall percentage changes to departments and referenced the list of notes where necessary. This omnibus is also included in our booklet. It is our hope that you will find this information useful and easy to understand.

**This year's capital requests must be funded from free cash, as there are no available funds in the revenue forecast.** Based on prioritization and in cooperation with both the Capital Planning Committee and town departments, our recommendations support the purchase of one new police cruiser and 14 tazers for the Police Department; mobile and portable radios for the Fire Department and initial funding for the Council on Aging to requisition a Senior Center Design Study.

Looking forward, we recommend continuing to make contributions to the Capital Stabilization Account so that in future budgets, capital requests will not have to compete with operating budgets for scarce financial resources. Instead, once there are adequate resources in this account, capital requests could be funded in whole or through borrowing supported by funds from the Capital Stabilization Account. We thank all town departments for their understanding and cooperation in the capital planning process, as we know that there are many more capital needs in our town than can be funded in this budget cycle.

Our recommendations for the CPA (Community Preservation Act) articles are included on a separate page. We recommended favorably on all CPA articles with one exception and we are hoping that additional information will be made available to us prior to the town meeting so that we may review this request on the same basis as other requests. Looking ahead, we are recommending that the CPA committee work with the Finance Director to develop a form that will ensure that all CPA project requests include detailed financial information so that all projects can be properly reviewed by the Finance Board.

We would like to take this opportunity to thank all town employees, town leaders, department heads, school committee members and members of all town committees and boards for supporting us in our endeavors and especially, for their commitment to our town.

Representing you as Members of the Finance Board are:

Kathleen Kastrinelis, Chairman  
Ruth Rivard, Secretary  
Ashalond Daniel  
Andrew Wildes

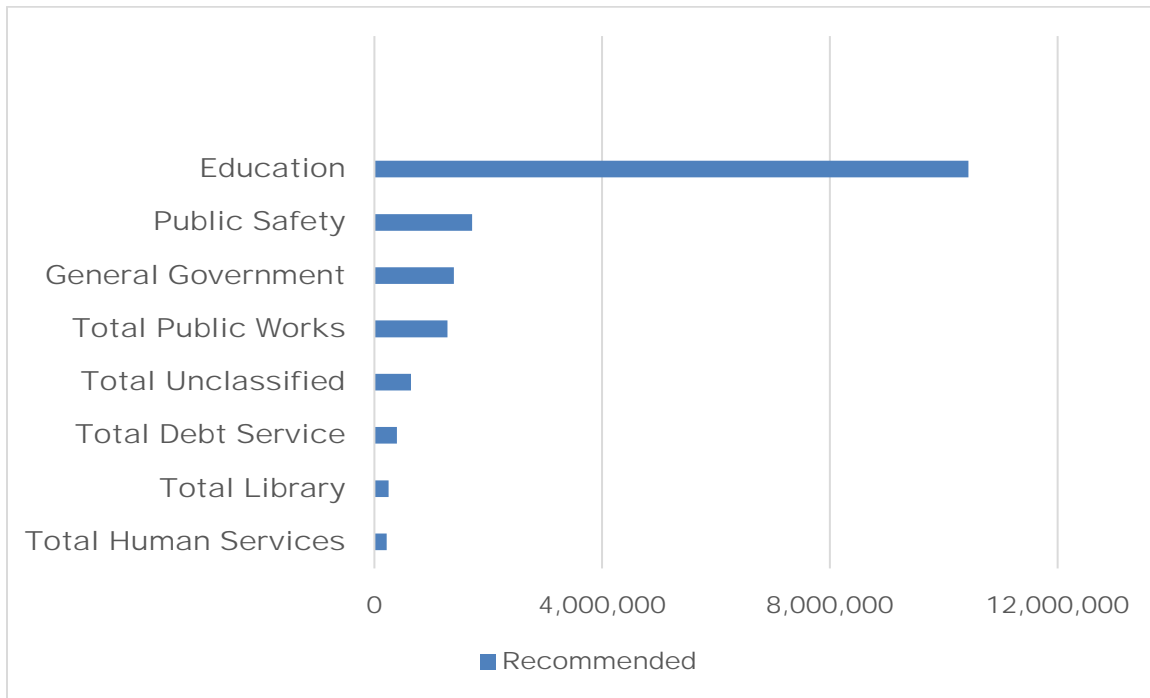
James Scanlon, Vice Chairman  
Jon Perkins  
Theresa Dunn  
Joe D'Amore (temporary appointment)

## Revenue Forecast Versus Recommended Budget

	Estimated FY17	Estimated FY18	Increase/ (Decrease)
<b>Local Receipts</b>	<b>1,162,000</b>	<b>1,259,000</b>	<b>97,000</b>
<b>Property Taxes</b>	12,528,364	12,988,974	
Plus 2.5%	313,209	324,724	
Plus New Growth	147,401 * Actual	75,000	
Less Reserve for Abatements	(135,000)	(135,000)	
<b>Subtotal Property Taxes</b>	<b>12,853,974</b>	<b>13,253,698</b>	
<b>Property Taxes - Debt Exclusion</b>	<b>612,516</b>	<b>672,517</b>	
<b>Total Property Taxes (incl Debt)</b>	<b>13,466,490</b>	<b>13,926,215</b>	<b>459,725</b>
<b>Other Financial Sources</b>			
Enterprise Indiricts	35,000	35,000	
Overlay Surplus	195,000	190,000	
Free Cash	85,000	85,000	
<b>Total Other Sources</b>	<b>315,000</b>	<b>310,000</b>	<b>(5,000)</b>
<b>State Aid</b>	916,722	923,661	
Less Direct to Library	(9,473)	(7,842)	
Less Cherry Sheet Charges	(80,692)	(79,037)	
<b>Subtotal State Aid</b>	<b>826,557</b>	<b>836,782</b>	<b>10,225</b>
<b>Total Revenue Forecast</b>	<b>\$15,770,047</b>	<b>\$16,331,997</b>	<b>561,950</b>
<b>Total Recommended Budget</b>		<b>\$16,329,088</b>	
<b>Estimated Revenue Surplus</b>		<b>\$2,909</b>	

## Finance Board Report to Annual Town Meeting

	How Tax Dollars Are Spent		
		Recommended	Percentage of
	Fiscal 2017	Fiscal 2018	Operating Budget
<b>General Government</b>	<b>1,281,441</b>	<b>1,393,083</b>	<b>8.5%</b>
<b>Public Safety</b>	<b>1,669,804</b>	<b>1,718,454</b>	<b>10.5%</b>
<b>Education</b>	<b>10,108,111</b>	<b>10,431,531</b>	<b>63.9%</b>
<b>Total Public Works</b>	<b>1,258,015</b>	<b>1,282,055</b>	<b>7.9%</b>
<b>Total Human Services</b>	<b>255,622</b>	<b>216,914</b>	<b>1.3%</b>
<b>Total Library</b>	<b>238,757</b>	<b>249,423</b>	<b>1.5%</b>
<b>Total Debt Service</b>	<b>311,013</b>	<b>393,713</b>	<b>2.4%</b>
<b>Total Unclassified</b>	<b>603,907</b>	<b>643,915</b>	<b>3.9%</b>
<b>Total Operating Budget</b>	<b>15,726,670</b>	<b>16,329,088</b>	<b>100.0%</b>



Finance Board Report to Annual Town Meeting			
FY18 Appropriations from Free Cash			
Begin Balance: Free Cash	\$ 531,589		
		Recommended	
Article No.	Purpose	Amount	
10	OPEB in Omnibus	\$ 85,000	
11	Stabilization	\$ 175,000	
12	Capital Stabilization	\$ 75,000	
13	Storm Water Permit	\$ 65,000	
19	Capital Projects		
	Senior Center Design Study	\$ 35,000	
	Police Dept-12 Tazers	\$ 12,000	
	Police-Replace 1 Cruiser	\$ 28,813	
	Fire Dept-10 Mobile &		
	12 Portable Radios	\$ 45,789	
Total		\$ 521,602	
End Balance: Free Cash		\$ 9,987	
Stabilization Balance After Appropriations:		\$ 1,225,000	7.5% *
Capital Stabilization After Appropriations:		\$ 150,000	
OPEB After Appropriations:		\$ 170,000	
(Other Post Employment Benefits)			

\* This represents 7.5% of the FY2018 General Fund Operating Budget. The goal is to reach a 10% level.



<b>FY18 CPA Projects funded by CPA Funds:</b>			
		<b>Recommended</b>	
<b>Article No.</b>	<b>Purpose</b>	<b>Amount</b>	
<b>30</b>	<b>Preservation/Management of</b>		
	<b>Johnsons Pond</b>	<b>\$ 60,500</b>	
<b>31</b>	<b>Preservation/Management of</b>		
	<b>Historical Documents by the</b>		
	<b>Cemetery Commission</b>	<b>\$ 18,500</b>	
<b>32</b>	<b>Restoration of a portion of</b>		
	<b>the Old Buring Ground at</b>		
	<b>at Riverview Cemetery</b>	<b>\$ 48,000</b>	
<b>33</b>	<b>Restore Veteren's Markers</b>		
	<b>in Riverview Cemetery</b>	<b>\$ 8,950</b>	
<b>34</b>	<b>Second Phase of Management</b>		
	<b>Plan for Johnsons Creek</b>		
	<b>Watershed</b>	<b>\$ 85,000</b>	
<b>35</b>	<b>Phase 2 Historic Preservation</b>		
	<b>of the Veto Hand Tub Museum</b>	<b>\$ -</b>	<b>*</b>
<b>* Finance Board recommends "unfavorable" action due to absence of a current study showing the list of tasks and associated costs for Phase 2.</b>			

## Finance Board Report to Annual Town Meeting

The Following are a listing of Noteworthy Changes in the Omnibus:

- 1) The 3 members of the Board of Assessors each receive a \$300 stipend. The stipend is increased to \$500 for each Certified Assessor. Members of this Board are required by law to attend training and to become certified in order to vote as a Board member.
- 2) Maps – Updating is increased by \$3,040 (72%) due to in house and on line mapping and GIC systems. This accounts for the majority of the increase in the Assessor's budget.
- 3) Legal expense is recommended to increase by \$25,000 to more accurately reflect actual spending in this area.
- 4) Conservation Commission budget is increased to provide a \$200 per member stipend in addition to a small amount for office expenses. Due to the small size of this budget, these added expenses resulted in a large percentage increase.
- 5) Our recommendations include a new part time position entitled Town Planner, who reports to the Board of Selectmen, and will be responsible for planning activities involving economic & community development, zoning bylaw changes, site plan review, and grant writing. This will add a level of continuity to the planning process. Due to the small size of the Planning Board budget this resulted in a high percentage increase to this budget.
- 6) Library part time wages for pages are recommended to increase to minimum wage and part time wages for staff are increased by a small hourly amount to differentiate between page employees and part time staff employees.

**ARTICLE 5:** To see if the Town will vote to raise the following sums to defray Town charges for the ensuing year ending June 30, 2018 and make appropriations therefor, or take any action thereafter.

Spent FY2016	Voted FY'17	Line Item	Department Requested FY'18	Finance Board Recommends	% Diff. FB Rec / Voted FY17
<b>GENERAL GOVERNMENT</b>					
<b><u>MODERATOR</u></b>					
-	100	Stipend	100	100	
<b>\$0</b>	<b>\$100</b>	<b>1 Total Moderator Budget</b>	<b>\$100</b>	<b>\$100</b>	<b>0.0%</b>
<b><u>SELECTMEN</u></b>					
6,000	7,500	Selectmen's Stipend	7,500	7,500	
16,083	9,196	Admin Asst Salary	9,196	9,380	
<b>\$22,083</b>	<b>\$16,696</b>	<b>2 Total Salaries</b>	<b>\$16,696</b>	<b>\$16,880</b>	
25,000	25,000	Town Audit	25,000	25,000	
11,854	20,000	Reserve Fund	20,000	20,000	
1,406	1,500	Association Fees	1,750	1,750	
-	2,000	Town Reports	1,700	1,700	
	3,500	Minutes Clerk	4,000	4,000	
5,117	500	Expenses	750	750	
<b>\$43,377</b>	<b>\$52,500</b>	<b>3 Total Expenses</b>	<b>\$ 53,200</b>	<b>\$53,200</b>	
<b>\$65,460</b>	<b>\$69,196</b>	<b>Total Selectmen Budget</b>	<b>\$ 69,896</b>	<b>\$70,080</b>	<b>1.3%</b>
<b><u>FINANCE DEPARTMENT</u></b>					
105,000	107,100	Finance Director's Salary (inc. T/C)	107,100	109,242	
50,049	51,051	Asst. Treasurer/Collector's Salary	51,051	52,072	
24,832	21,457	Treasury/Collection Clerk	21,457	21,886	
<b>\$179,881</b>	<b>\$179,608</b>	<b>4 Total Salaries</b>	<b>\$179,608</b>	<b>\$183,200</b>	<b>2.0%</b>
6,716	750	Tax Title Treasury/Collection	750	750	

Spent FY2016	Voted FY'17	Line Item	Department Requested FY'18	Finance Board Recommends	% Diff. FB Rec / Voted FY17
2,156	3,000	Education and Association Fees	3,000	3,000	
13,393	11,500	Postage	12,500	12,500	
	5,000	Payroll Fees	4,800	4,800	
6,000	1,500	Office Expense	2,200	2,200	
<b>\$28,265</b>	<b>\$21,750</b>	<b>5 Total Expenses</b>	<b>\$23,250</b>	<b>\$23,250</b>	
<b>\$208,147</b>	<b>\$201,358</b>	<b>Total Finance Department Budget</b>	<b>\$202,858</b>	<b>\$206,450</b>	<b>2.5%</b>
		<b><u>TOWN ACCOUNTANT</u></b>			
68,119	69,481	6 Accountant's Salary	68,000	68,000	
197	350	7 Office Expenses	1,000	1,000	
<b>\$68,316</b>	<b>\$69,831</b>	<b>Total Town Accountant Budget</b>	<b>\$69,000</b>	<b>\$69,000</b>	<b>-1.2%</b>
		<b><u>BOARD OF ASSESSORS</u></b>			
900	900	Assessor's Stipends	1,500	1,500	<b>Note #1</b>
49,429	50,418	Assessors' Manager's Salary	52,000	51,426	
<b>\$50,329</b>	<b>\$51,318</b>	<b>8 Total Salaries</b>	<b>\$53,500</b>	<b>\$52,926</b>	<b>3.1%</b>
2,884	3,000	Expenses	3,000	3,000	
35,575	35,575	Revaluation Maintenance	39,240	39,240	
5,970	6,100	Software & Licenses	6,370	6,370	
3,750	4,250	Maps - Updating	7,290	7,290	<b>Note #2</b>
<b>\$48,179</b>	<b>\$48,925</b>	<b>9 Total Expenses</b>	<b>\$55,900</b>	<b>\$55,900</b>	<b>14.3%</b>
<b>\$98,508</b>	<b>\$100,243</b>	<b>Total Board of Assessors Budget</b>	<b>\$109,400</b>	<b>\$108,826</b>	<b>8.6%</b>
		<b><u>TOWN COUNSEL</u></b>			
84,589	40,000	Legal Expense	65,000	65,000	<b>Note #3</b>
<b>\$84,589</b>	<b>\$40,000</b>	<b>10 Total Town Counsel Budget</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>62.5%</b>
		<b><u>TECHNOLOGY</u></b>			
14,499	15,000	Computer Hardware Maint & Lic Fees	20,000	20,000	
2,500	1,000	Computer Consultant			
4,633	5,400	Hardware & Software Expense	5,400	5,400	
<b>\$21,632</b>	<b>\$21,400</b>	<b>11 Total Technology Department</b>	<b>\$25,400</b>	<b>\$25,400</b>	<b>18.7%</b>

Spent FY2016	Voted FY'17	Line Item	Department Requested FY'18	Finance Board Recommends	% Diff. FB Rec / Voted FY17
		<b><u>TOWN CLERK</u></b>			
56,596	57,728	Town Clerk's Salary	57,728	58,883	
2,270	3,400	Poll Workers	1,125	1,125	
<b>\$58,866</b>	<b>\$61,128</b>	<b>12 Total Salaries</b>	<b>\$58,853</b>	<b>\$60,008</b>	<b>-1.8%</b>
3,300	3,375	Election Expenses	3,360	\$ 3,360	
3,052	3,000	Office Expenses & Supplies	3,000	3,000	
<b>6,352</b>	<b>6,375</b>	<b>13 Total Expenses</b>	<b>\$6,360</b>	<b>\$6,360</b>	
<b>\$65,218</b>	<b>\$67,503</b>	<b>Total Town Clerk Budget</b>	<b>\$65,213</b>	<b>\$66,368</b>	<b>-1.7%</b>
		<b><u>CONSERVATION COMMISSION</u></b>			
-	-	Stipends	1,400	1,400	
9387		Expenses	1,495	1,495	
<b>\$9,387</b>	<b>\$0</b>	<b>14 Total Conservation Budget</b>	<b>\$2,895</b>	<b>\$2,895</b>	<b>Note #4</b>
		<b><u>PLANNING</u></b>			
1,200	1,500	Planning Members' Stipends	1,800	1,800	
		Town Planner	65,000	35,000	<b>Note #5</b>
<b>\$1,200</b>	<b>\$1,500</b>	<b>15 Total Salaries</b>	<b>\$66,800</b>	<b>\$36,800</b>	
101	1,000	Expenses	6,000	6,000	
2,625	4,000	Contracted Services	-		
2,243	2,300	Merrimack Valley Planning Assess.	2,400	2,400	
<b>4,969</b>	<b>7,300</b>	<b>16 Total Expenses</b>	<b>8,400</b>	<b>8,400</b>	<b>15.1%</b>
<b>\$6,169</b>	<b>\$8,800</b>	<b>Total Planning Budget</b>	<b>\$75,200</b>	<b>\$45,200</b>	<b>413.6%</b>
		<b><u>ZONING BOARD OF APPEALS</u></b>			
		Zoning Members' Stipends			
4,060	4,060	Contracted Services & Expenses	5,000	4,000	<b>-1.5%</b>
<b>\$4,060</b>	<b>\$4,060</b>	<b>17 Total ZBA Budget</b>	<b>\$5,000</b>	<b>\$4,000</b>	<b>-1.5%</b>
		<b><u>MUNICIPAL BUILDINGS</u></b>			
14,958	18,200	Custodian Part-time Employee	18,200	18,564	

			Department	Finance	% Diff.
Spent	Voted		Requested	Board	FB Rec /
FY2016	FY'17	Line Item	FY'18	Recommends	Voted FY17
14,958	18,200	18 Total Salaries	18,200	18,564	2.0%
14,578	17,000	Lawn & Grounds	17,000	17,000	
87,111	104,000	Utilities	106,000	106,000	
7,500	7,500	Copier Lease & Supplies	8,000	8,000	
4,000	6,000	Town Decor (Winter & Spring)	6,500	6,500	
28,627	28,000	Repairs & Maintenance	32,000	32,000	
6,150	7,500	Supplies	9,000	9,000	
147,967	170,000	19 Total Expenses	178,500	178,500	5.0%
\$ 162,925	\$ 188,200	Total Municipal Buildings Budget	\$196,700	\$197,064	4.7%
		<b>INSURANCE</b>			
106,628	125,000	Property & Casualty Insurance	145,000	145,000	
1,515	2,500	Employee Group Life Insurance	2,700	2,700	
284,889	383,250	Employee Group Health Insurance	385,000	385,000	
\$393,032	\$510,750	20 Total Insurance Budget	\$532,700	\$532,700	4.3%
\$1,187,443	\$1,281,441	TOTAL GENERAL GOVERNMENT	\$1,419,362	\$1,393,083	8.7%
		<b>PUBLIC SAFETY</b>			
		<b>POLICE DEPARTMENT</b>			
94,622	120,643	Chief's Salary	123,055	123,055	
88,709	90,483	Deputy Chief's/Lieutenant's Salary	90,483	85,965	
149,500	157,697	Sargeant's Salary	157,697	164,158	
378,614	391,602	Patrolmen's Salary	397,561	397,561	
243,080	251,576	Communication Salary	255,000	260,100	
11,200	12,000	Training	13,770	13,770	
93,990	95,870	Reserves	102,594	102,594	
29,679	30,273	Overtime	30,273	30,878	
118,935	99,777	Education Incentives	99,294	101,280	
\$1,208,329	\$1,249,920	21 Total Salaries	\$1,269,727	\$1,279,361	2.4%

			Department	Finance	% Diff.
Spent	Voted		Requested	Board	FB Rec /
FY2016	FY'17	Line Item	FY'18	Recommends	Voted FY17
0	1,000	Harbormaster Expenses	1,000	1,000	
6,882	4,600	Expenses	6,000	6,000	
6,113	6,600	Supplies	7,700	7,700	
14,000	9,000	Vehicle Maintenance	12,000	12,000	
14,372	15,000	Equipment Maintenance	15,300	15,300	
2,500	3,000	Firearms	3,060	3,060	
11,282	11,750	Clothing Allowance	11,775	11,775	
2,059	2,450	Association Fees	2,450	2,450	
3,200	3,200	Communication Expenses	3,200	3,200	
6,826	9,970	Training	10,170	10,170	
21,246	25,150	Fuel	25,150	25,150	
<b>\$88,479</b>	<b>\$91,720</b>	<b>22 Total Expenses</b>	<b>\$97,805</b>	<b>\$97,805</b>	<b>6.6%</b>
<b>\$1,296,808</b>	<b>\$1,341,640</b>	<b>Total Police Budget</b>	<b>\$1,367,532</b>	<b>\$1,377,166</b>	<b>2.6%</b>
		<b><u>PARKING CLERK</u></b>			
-	100	Expense	100	100	
<b>\$0</b>	<b>\$100</b>	<b>23 Total Parking Clerk Budget</b>	<b>\$100</b>	<b>\$100</b>	<b>0.0%</b>
		<b><u>FIRE DEPARTMENT</u></b>			
27,641	28,194	Chief's Salary	28,194	28,758	
97,858	98,878	Firefighter Salary	98,878	100,855	
4,580	3,650	Inspector's Salary	4,000	4,000	
15,000	7,500	Mass. Fire Academy Training	0	0	
30,501	41,000	Drill Wages	48,500	49,470	
<b>\$ 175,580</b>	<b>\$179,222</b>	<b>24 Total Salaries</b>	<b>\$179,572</b>	<b>\$183,083</b>	<b>2.2%</b>
13,006	9,580	Communications	9,772	9,772	
5,700	3,500	Training Expense	2,500	2,500	
22,303	29,500	Fire Equipment & Supplies	29,500	29,500	
2,715	6,500	Fuel	6,000	6,000	
1,700	2,500	Association Dues	2,800	2,800	
6,167	3,000	Equipment Testing & Maintenance	16,805	16,805	
6,300	3,500	Medical Supplies	5,500	5,500	

				Department	Finance	% Diff.
Spent	Voted			Requested	Board	FB Rec /
FY2016	FY'17		Line Item	FY'18	Recommends	Voted FY17
12,470	13,475		Maintenance	-	-	
<b>\$70,362</b>	<b>\$71,555</b>	25	<b>Total Expenses</b>	<b>\$72,877</b>	<b>\$72,877</b>	<b>1.8%</b>
<b>\$245,942</b>	<b>\$250,777</b>		<b>Total Fire Budget</b>	<b>\$252,449</b>	<b>\$255,960</b>	<b>2.1%</b>
			<b><u>INSPECTORS</u></b>			
10,137	9,000		Wiring Inspector	9,000	9,000	
12,693	10,000		Plumbing & Gas Inspector	10,000	10,000	
46,829	47,037		Building Inspector	47,037	47,978	
<b>\$69,659</b>	<b>\$66,037</b>	26	<b>Total Salaries</b>	<b>\$66,037</b>	<b>\$66,978</b>	<b>1.4%</b>
450	1,800		Continuing Education	1,000	1,000	
450	1,400		Materials	2,200	2,200	
	1,800		Reimburse (Mileage & Cell Phone)	1,000	1,000	
750	750		Sealer of Weights & Measures	750	750	
			Permit Software Expense	7,000	7,000	
5,595	1,500		Building Inspector Expenses	2,300	2,300	
<b>\$7,245</b>	<b>\$7,250</b>	27	<b>Total Expenses</b>	<b>\$14,250</b>	<b>\$14,250</b>	<b>96.6%</b>
<b>\$76,904</b>	<b>\$73,287</b>		<b>Total Inspectors Budget</b>	<b>\$80,287</b>	<b>\$81,228</b>	<b>10.8%</b>
			<b><u>EMERGENCY MANAGEMENT</u></b>			
3,000	3,000		Director's Stipend	3,000	3,000	
674	1,000		Expenses	1,000	1,000	
<b>\$3,674</b>	<b>\$4,000</b>	28	<b>Budget</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>0.0%</b>
<b>\$1,623,328</b>	<b>\$1,669,804</b>		<b>TOTAL PUBLIC SAFETY</b>	<b>\$1,704,368</b>	<b>\$1,718,454</b>	<b>2.9%</b>
			<b><u>EDUCATION ASSESSMENT</u></b>			
7,999,158	8,357,742		Pentucket Base	8,707,958	8,707,958	
	-		Pentucket Supplemental			
500,921	559,388		Pentucket Capital Assessment	559,928	559,928	
	-		Pentucket Capital Supplemental			
173,135	200,000		Essex Tech	210,000	210,000	
933,176	990,981		Whittier Vocational/Technical	953,645	953,645	



Spent FY2016	Voted FY'17	Line Item	Department Requested FY'18	Finance Board Recommends	% Diff. FB Rec / Voted FY17
\$9,606,390	\$10,108,111	29 Total Education Budget	\$10,431,531	\$10,431,531	3.2%
\$9,606,390	\$10,108,111	TOTAL EDUCATION	\$10,431,531	\$10,431,531	3.2%
		PUBLIC WORKS			
		TREE WARDEN			
-	-	Tree Warden Stipend	-	-	
6,350	1,500	Expenses	1,500	1,500	
\$6,350	\$1,500	30 Total Tree Warden Budget	\$1,500	\$1,500	0.0%
		HIGHWAYS			
79,386	80,974	Road Commissioner's Salary	80,974	82,593	
208,229	225,275	Highway Salaries	225,275	229,779	
1,887	2,200	Sick day buy back (Contractual)	2,200	2,200	
14,398	13,000	Highway Salary - Part Time	7,000	7,000	
7,416	9,000	Overtime	12,000	12,000	
\$311,316	\$330,449	31 Total Salaries	\$327,449	\$333,572	0.9%
6,490	7,000	Highway Expense	8,000	8,000	
32,200	37,000	Front End Loader (Lease)	37,000	37,000	
175,678	165,000	Snow & Ice Removal	165,000	165,000	
44,782	45,000	Road Machinery Expense	46,000	52,000	
116,405	118,000	Road Maintenance Expense	120,000	120,000	
\$375,555	\$372,000	32 Total Expense	\$376,000	\$382,000	2.7%
\$686,871	\$702,449	Total Highway Budget	\$703,449	\$715,572	1.9%
		RUBBISH COLLECTION			
10,581	10,792	Contract Administrator	10,792	11,008	
412,319	482,345	Contract Expense	491,790	491,790	
\$422,900	\$493,137	33 Total Rubbish Collection Budget	\$502,582	\$502,798	2.0%
		CEMETERY			

			Department	Finance	% Diff.
Spent	Voted		Requested	Board	FB Rec /
FY2016	FY'17	Line Item	FY'18	Recommends	Voted FY17
-	450	Commissioner's Stipend	450	450	
37,038	37,779	Full Time Wages	37,779	38,535	
8,000	8,500	Part Time Wages	8,500	9,000	
<b>\$45,038</b>	<b>\$46,729</b>	<b>34 Total Salaries</b>	<b>\$46,729</b>	<b>\$47,985</b>	
4,000	4,000	Supplies	4,500	4,500	
1,814	2,800	Vehicle Fuel	1,500	1,500	
500	500	Landscaping	800	800	
2,400	2,400	Utilities	3,400	3,400	
3,419	3,000	Parts	1,500	1,500	
1,500	1,500	Expenses	2,500	2,500	
<b>\$13,633</b>	<b>\$14,200</b>	<b>35 Total Expenses</b>	<b>\$14,200</b>	<b>\$14,200</b>	
<b>\$58,671</b>	<b>\$60,929</b>	<b>Total Cemetery Budget</b>	<b>\$60,929</b>	<b>\$62,185</b>	
<b>\$1,174,792</b>	<b>\$1,258,015</b>	<b>TOTAL PUBLIC WORKS</b>	<b>\$1,268,460</b>	<b>\$1,282,055</b>	<b>1.9%</b>
		<b>HUMAN SERVICES</b>			
		<b>BOARD OF HEALTH</b>			
300	900	Health Members' Stipends	900	900	
11,318	11,544	Health Nurse Wages	11,544	11,775	
21,189	21,613	Health/Sanitation Agent Wages	21,613	22,045	
15,513	15,823	Part-time Clerk Wages	15,823	16,140	
<b>\$48,320</b>	<b>\$49,880</b>	<b>36 Total Salaries</b>	<b>\$49,880</b>	<b>\$50,860</b>	<b>2.0%</b>
	2,500	<b>37 Expenses</b>	2,550	2,550	
<b>\$48,320</b>	<b>\$52,380</b>	<b>Total Board of Health Budget</b>	<b>\$52,430</b>	<b>\$53,410</b>	<b>2.0%</b>
		<b>COUNCIL ON AGING</b>			
51,520	52,550	Director's Salary	52,550	53,601	
32,745	33,400	Program Coordinator	33,400	34,068	
7,983	8,270	Outreach Worker	8,270	8,435	
18,224	18,922	Part Time Van Driver	18,922	19,300	
<b>\$110,471</b>	<b>\$113,142</b>	<b>38 Total Salaries</b>	<b>\$113,142</b>	<b>\$115,404</b>	<b>2.0%</b>

Spent FY2016	Voted FY'17	Line Item	Department Requested FY'18	Finance Board Recommends	% Diff. FB Rec / Voted FY17
-	-	Elder Services of Merrimack Valley			
6,457	6,600	Expenses	7,600	7,600	
<b>\$6,457</b>	<b>\$6,600</b>	39 <b>Total Expenses</b>	<b>\$7,600</b>	<b>\$7,600</b>	<b>15.2%</b>
<b>\$116,928</b>	<b>\$119,742</b>	<b>Total Council on Aging Budget</b>	<b>\$120,742</b>	<b>\$123,004</b>	<b>2.7%</b>
		<b><u>VETERANS</u></b>			
7,784	8,500	Veterans' Agent Salary	8,500	8,500	
37,692	75,000	Veterans' Benefits	35,000	32,000	
<b>\$45,476</b>	<b>\$83,500</b>	40 <b>Total Veterans Budget</b>	<b>\$43,500</b>	<b>\$40,500</b>	<b>-51.5%</b>
<b>\$210,724</b>	<b>\$255,622</b>	<b>TOTAL HUMAN SERVICES</b>	<b>\$216,672</b>	<b>\$216,914</b>	<b>-15.1%</b>
		<b><u>LIBRARY</u></b>			
41,035	61,000	Library Director's Salary	61,000	62,220	
84,680	103,433	Library Staff Wages	103,433	107,200	
6,399	6,842	Part Time Wages	6,842	8,800	<b>Note #6</b>
<b>\$ 132,113</b>	<b>\$ 171,275</b>	41 <b>Total Salaries</b>	<b>\$ 171,275</b>	<b>\$ 178,220</b>	
39,061	42,461	Library Materials	45,681	45,681	
1,000	1,000	Technology	1,020	1,020	
1,000	1,000	Programs	1,020	1,020	
17,587	17,587	Dues	17,939	17,939	
1,134	1,434	Training	1,463	1,463	
4,000	4,000	Supplies	4,080	4,080	
<b>\$63,782</b>	<b>\$67,482</b>	42 <b>Total Expenses</b>	<b>\$71,203</b>	<b>\$71,203</b>	<b>5.5%</b>
<b>\$195,896</b>	<b>\$238,757</b>	<b>Total Library Budget</b>	<b>\$242,478</b>	<b>\$249,423</b>	<b>4.5%</b>
<b>\$ 195,896</b>	<b>\$ 238,757</b>	<b>TOTAL LIBRARY</b>	<b>\$242,478</b>	<b>\$249,423</b>	<b>4.5%</b>
		<b><u>DEBT SERVICE</u></b>			
185,000	185,000	Principal	245,000	245,000	
119,215	126,013	Interest	148,713	148,713	
<b>\$304,215</b>	<b>\$311,013</b>	43 <b>Total Debt Budget</b>	<b>\$393,713</b>	<b>\$393,713</b>	<b>26.6%</b>

				Department	Finance	% Diff.
Spent	Voted			Requested	Board	FB Rec /
FY2016	FY'17		Line Item	FY'18	Recommends	Voted FY17
\$304,215	\$311,013		TOTAL DEBT SERVICE	\$393,713	\$393,713	26.6%
			UNCLASSIFIED			
429,177	426,907		Essex Country Retirement Contribution	461,915	461,915	
1,526	3,000		Unemployment Compensation	3,000	3,000	
50,992	50,000		Medicare Tax	53,500	53,500	
	85,000		OPEB Trust Fund	85,000	85,000	
487	500		Memorial Day Services	500	500	
36,976	38,500		Street Lighting	40,000	40,000	
\$519,158	\$603,907	44	Total Unclassified Budget	\$ 643,915	\$ 643,915	6.6%
\$519,158	\$603,907		TOTAL UNCLASSIFIED	\$643,915	\$643,915	6.6%
\$14,821,945	\$15,726,670		GRAND TOTAL	\$16,320,498	\$16,329,088	3.8%

**SPECIAL AND  
ANNUAL TOWN  
MEETING  
WARRANTS AND  
MINUTES**



# **TOWN OF GROVELAND**

**COMMONWEALTH OF MASSACHUSETTS**

**2017 SPECIAL TOWN MEETING WARRANT**  
**AND**

**2017 ANNUAL TOWN MEETING WARRANT**  
**AND**

**2017 ANNUAL TOWN ELECTION WARRANT**

***Town Meeting: Monday, April 24, 2017***

***Town Election: Monday, May 1, 2017***





# TOWN OF GROVELAND

## 2017 SPECIAL TOWN MEETING WARRANT

### COMMONWEALTH OF MASSACHUSETTS

***Special Town Meeting: Monday, April 24, 2017***

***Essex, ss:***

To Jeffrey T. Gillen, Deputy Chief of Police of the Town of Groveland, in the County of Essex

### **GREETINGS:**

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the Special Town Meeting to meet at the **Dr. Elmer S. Bagnall School, 253 School Street on Monday, April 24, 2017 @ 7:00 P.M.** to vote on the following Articles:



**ARTICLE 1:** To see if the Town will vote to authorize the Board of Selectmen to sell by any lawful means, upon such terms and conditions and for such consideration as the Selectmen deem appropriate the following parcels of Town owned land:

<u>Lot / Parcel ID</u>	<u>Lot Size</u>	<u>Location</u>	<u>FY2017 Assessed Value</u>
41-055- K	3.9 Ac.	894 (Rear) Salem St	\$ 113,100

or take any other action relative thereto.

Article submitted by the Board of Selectmen

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN** April 24, 2017 - 2/3 Vote Required - Passed Unanimously

**ARTICLE 2:** To see if the Town will vote to transfer THIRTY THOUSAND DOLLARS (\$30,000) from Fiscal Year 2016 Town Free Cash to the Bagnall School Building Improvements Account #2450-301-45811-000; or take any other action relative thereto.

Article submitted by Board of Selectmen.

*This article would allow for improvements to the Bagnall School building in terms of security and safety.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN** April 24, 2017 - Passed Unanimously

**ARTICLE 3:** To see if the Town will vote to transfer FIFTEEN THOUSAND DOLLARS (\$15,000) from Fiscal Year 2016 Town Free Cash to the Fiscal Year 2017 Snow & Ice Removal Account #1001-421-52300-053; or take any other action relative thereto.

Article submitted by the Finance Director.

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN** April 24, 2017 - Passed Unanimously

**ARTICLE 4:** To see if the Town will vote to transfer the sum of FIFTY THOUSAND DOLLARS (\$50,000.00) from Fiscal Year 2016 Sewer Enterprise Department Retained Earnings to offset the Fiscal Year 2017 Long Term Debt & Interest, or take any other action relative thereto.

Article submitted by Water & Sewer Commissioners

**WATER & SEWER COMMISSIONERS RECOMMEND FAVORABLE ACTION**

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 5:** To see if the Town will vote to make the following transfers; or take any other action relative thereto:

\$ 10,000 from Northeast Vocational/Technical Assessment line item #1001-301-58830-058 to Legal Expense line item #1001-151-52000-052 to cover initial funding shortfall;

\$30,000 from Veterans Benefits line item #1001-543-57701-057 to Legal Expense line item #1001-151-52000-052 to cover initial funding shortfall;

\$ 12,000 from Employee Group Health Insurance line item #1001-193-54000-054 to Legal Settlement Line item #1001-151-54000-054 to cover initial funding shortfall;

\$ 8,450 from Conservation Commission Expense line item #1001-171-52000-052 to Conservation Commission – Salary Part Time line item #1001-171-51100-051 to cover initial funding shortfall;

\$ 1,200 from Cemetery Parts Expense line item #1001-491-52702-057 to Cemetery Utilities Expense line item #1001-491-52418-052 to cover initial funding shortfall;

\$ 7,500 from Highway Part-Time Salary line item #1001-421-51112-051 to Highway Overtime line item #1001-421-51300-051 to cover initial funding shortfall;

\$ 7,200 from Employee Group Health Insurance line item #1001-193-54000-054 to Property and Casualty Insurance line item #1001-193-57400-057 to cover initial funding shortfall;

\$ 3,000 from Utilities line item #1001-192-53000-053 to Postage line item #1001-133-52300-052 to cover initial funding shortfall;

Article submitted by Various Departments by Request.

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed by Majority

Special Town Meeting dissolved at 7:22 p.m. on April 24, 2017

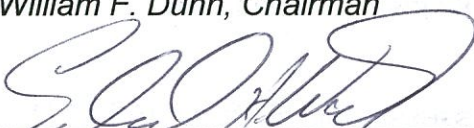
And you are directed to serve this Warrant by posting attested copies thereof in said Town, one copy in each of the three parts of Town known as Savaryville, the Village, and South Groveland, fourteen (14) days at least before the time of holding said meeting.

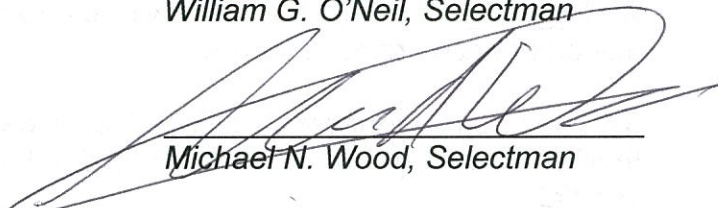
Hereof fail not and make due return of this Warrant, with your doings thereon to the Precinct Clerk, at the time and place of said meeting.

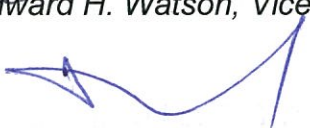
Given under our hands this 4<sup>th</sup> day of April in the year of our Lord two thousand seventeen.

  
\_\_\_\_\_  
William F. Dunn, Chairman

  
\_\_\_\_\_  
William G. O'Neil, Selectman

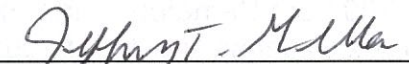
  
\_\_\_\_\_  
Edward H. Watson, Vice-Chairman

  
\_\_\_\_\_  
Michael N. Wood, Selectman

  
\_\_\_\_\_  
Daniel J. MacDonald, Selectman

A true copy, attest:


  
\_\_\_\_\_  
Anne Brodie, Town Clerk

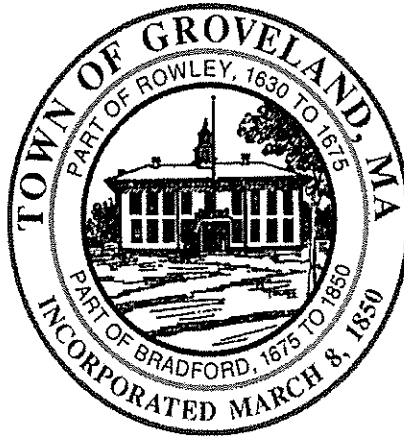
  
\_\_\_\_\_  
Jeffrey T. Gillen, Deputy Police Chief

#### OFFICER'S RETURN

I have notified and warned the inhabitants of the Town of Groveland who are qualified to vote in Town Affairs by posting true and attested copies of this Warrant at the Town Hall, Savaryville and South Groveland. Said copies not having been posted less than **fourteen days** before the time of said meeting.

  
\_\_\_\_\_  
Anne Brodie, Town Clerk

  
\_\_\_\_\_  
Jeffrey T. Gillen, Deputy Police Chief



# TOWN OF GROVELAND

## 2017 ANNUAL TOWN MEETING WARRANT AND 2017 ANNUAL TOWN ELECTION WARRANT

*COMMONWEALTH OF MASSACHUSETTS*

*Town Meeting: Monday, April 24, 2017*

*Town Election: Monday, May 1, 2017*

***Essex,ss:***

To Jeffrey T. Gillen, Deputy Chief of Police of the Town of Groveland, in the County of Essex,

### **GREETINGS:**

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the **Annual Town Meeting to meet at the Dr. Elmer S. Bagnall School, 253 School Street, Groveland, MA on Monday, April 24, 2017 @ 7:30 P.M.** to act upon or take any other action relative thereto on the following Articles.

Also for those qualified to vote in the **Annual Town Election** to meet in their voting precinct **Town Hall, 183 Main Street Groveland, MA on Monday, May 1, 2017 between the hours of 7:00 A.M. and 8:00 P.M.** which calls for the election of Town Officials.

**ARTICLE 1:** To see if the Town will vote to authorize the Selectmen to petition the State for any sum available under provisions of Chapter 90, said funds to be apportioned and expended by and under the direction of the State Department of Public Works (Massachusetts Highway Department) in accordance with said statutes; or take any other action relative thereto.

Article submitted by the Board of Selectmen.

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 2:** To see if the Town will vote to transfer from available funds the amount of TWO HUNDRED THIRTEEN THOUSAND SIX HUNDRED SEVENTY-FOUR DOLLARS (\$213,674) and appropriate said sum for Chapter 90 approved road work, said amount to be used pending reimbursement by the State, with such work to be done under the supervision of the Road Commissioner; or take any other action relative thereto.

Article submitted by Board of Selectmen

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 3:** To see if the Town will vote to raise and appropriate the sum of NINE HUNDRED DOLLARS (\$900) for the purpose of providing this amount to the William R. Dewhirst, Jr. Post 7366, Veterans of Foreign Wars of the United States, Groveland, MA to pay for heat, electricity, and maintaining its meeting place and any expenses to support this request in Fiscal 2018; or take any other action relative thereto.

Article submitted by Board of Selectmen

**NOTE:** Authorization for this appropriation is provided in MGL, C. 40, §9.

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 4:** To see if the Town will vote to accept the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000) from the Groveland Municipal Electric Department Operation Account to Town Estimated Receipts to reduce the Tax Rate for the twelve months ending June 30, 2018; or take any other action relative thereto.

Article submitted by Finance Director

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 5:** To see if the Town will vote to raise the following sums to defray Town charges for the ensuing year ending June 30, 2018 and make appropriations therefor, or take any other action relative thereto:

Appropriated FY2016	Spent FY2016	Appropriated FY'17	Line Item	Department Requested FY'18	Board of Selectmen Recommends	Finance Board Recommends
<b>GENERAL GOVERNMENT</b>						
<b>MODERATOR</b>						
100	-	100	Stipend	100	100	100
<u>\$ 100</u>	<u>\$ -</u>	<u>\$ 100</u>	1 Total Moderator Budget	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>
<b>SELECTMEN</b>						
7,500	6,000	7,500	Selectmen's Stipend	7,500	7,500	7,500
20,000	16,083	9,196	Admin. Asst. Salary	9,196	9,380	9,380
<u>\$ 27,500</u>	<u>\$ 22,083</u>	<u>\$ 16,696</u>	2 Total Salaries	<u>\$ 16,696</u>	<u>\$ 16,880</u>	<u>\$ 16,880</u>
25,000	25,000	25,000	Town Audit	25,000	25,000	25,000
20,000	11,854	6,554	Reserve Fund	20,000	20,000	20,000
1,406	1,406	1,500	Association Fees	1,750	1,750	1,750
2,000	-	2,000	Town Reports	1,700	1,700	\$ 1,700
		3,500	Minutes Clerk	4,000	4,000	4,000
750	5,117	500	Expenses	750	750	750
<u>\$ 49,156</u>	<u>\$ 43,377</u>	<u>\$ 39,054</u>	3 Total Expenses	<u>\$ 53,200</u>	<u>\$ 53,200</u>	<u>\$ 53,200</u>
<u>\$ 76,656</u>	<u>\$ 65,460</u>	<u>\$ 55,750</u>	Total Selectmen Budget	<u>\$ 69,896</u>	<u>\$ 70,080</u>	<u>\$ 70,080</u>
<b>FINANCE DEPARTMENT</b>						
105,000	105,000	107,100	Finance Director's Salary (inc. T/C)	107,100	109,242	109,242
50,049	50,049	51,051	Asst. Treasurer/Collector's Salary	51,051	52,072	52,072
29,325	24,832	21,457	Treasury/Collection Clerk	21,457	21,886	21,886
<u>\$ 184,374</u>	<u>\$ 179,881</u>	<u>\$ 179,608</u>	4 Total Salaries	<u>\$ 179,608</u>	<u>\$ 183,200</u>	<u>\$ 183,200</u>
1,250	6,716	750	Tax Title Treasury/Collection	750	750	750
4,000	2,156	3,000	Education and Association Fees	3,000	3,000	3,000
12,000	13,393	11,500	Postage	12,500	12,500	12,500
		5,000	Payroll Fees	4,800	4,800	4,800
4,500	6,000	1,500	Office Expense	2,200	2,200	2,200
<u>\$ 21,750</u>	<u>\$ 28,265</u>	<u>\$ 21,750</u>	5 Total Expenses	<u>\$ 23,250</u>	<u>\$ 23,250</u>	<u>\$ 23,250</u>
<u>\$ 206,124</u>	<u>\$ 208,147</u>	<u>\$ 201,358</u>	Total Finance Department Budget	<u>\$ 202,858</u>	<u>\$ 206,450</u>	<u>\$ 206,450</u>
<b>TOWN ACCOUNTANT</b>						
68,119	68,119	69,481	6 Accountant's Salary	68,000	68,000	68,000
350	197	350	7 Office Expenses	1,000	1,000	1,000
<u>\$ 68,469</u>	<u>\$ 68,316</u>	<u>\$ 69,831</u>	Total Town Accountant Budget	<u>\$ 69,000</u>	<u>\$ 69,000</u>	<u>\$ 69,000</u>
<b>BOARD OF ASSESSORS</b>						
900	900	900	Assessor's Stipends	1,500	1,500	1,500
49,429	49,429	50,418	Assessors' Manager's Salary	52,000	51,426	51,426
<u>\$ 50,329</u>	<u>\$ 50,329</u>	<u>\$ 51,318</u>	8 Total Salaries	<u>\$ 53,500</u>	<u>\$ 52,926</u>	<u>\$ 52,926</u>
3,500	2,884	3,000	Expenses	3,000	3,000	3,000
35,575	35,575	35,575	Revaluation Maintenance	39,240	39,240	39,240
6,000	5,970	6,100	Software & Licenses	6,370	6,370	6,370
3,750	3,750	4,250	Maps - Updating	7,290	7,290	7,290
<u>\$ 48,825</u>	<u>\$ 48,179</u>	<u>\$ 48,925</u>	9 Total Expenses	<u>\$ 55,900</u>	<u>\$ 55,900</u>	<u>\$ 55,900</u>
<u>\$ 99,154</u>	<u>\$ 98,508</u>	<u>\$ 100,243</u>	Total Board of Assessors Budget	<u>\$ 109,400</u>	<u>\$ 108,826</u>	<u>\$ 108,826</u>
<b>TOWN COUNSEL</b>						
40,000	84,589	40,000	Legal Expense	65,000	65,000	65,000
<u>\$ 40,000</u>	<u>\$ 84,589</u>	<u>\$ 40,000</u>	10 Total Town Counsel Budget	<u>\$ 65,000</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>
<b>TECHNOLOGY</b>						
14,500	14,499	15,000	Computer Hardware Maint & Lic Fees	20,000	20,000	20,000
1,500	2,500	1,000	Computer Consultant			
5,000	4,633	5,400	Hardware & Software Expense	5,400	5,400	5,400
<u>\$ 21,000</u>	<u>\$ 21,632</u>	<u>\$ 21,400</u>	11 Total Technology Department	<u>\$ 25,400</u>	<u>\$ 25,400</u>	<u>\$ 25,400</u>
<b>TOWN CLERK</b>						
56,596	56,596	57,728	Town Clerk's Salary	57,728	58,883	58,883
950	2,270	3,400	Poll Workers	1,125	1,125	1,125
<u>\$ 57,546</u>	<u>\$ 58,866</u>	<u>\$ 61,128</u>	12 Total Salaries	<u>\$ 58,853</u>	<u>\$ 60,008</u>	<u>\$ 60,008</u>
3,300	3,300	3,375	Election Expenses	3,360	3,360	\$ 3,360
3,210	3,052	3,000	Office Expenses & Supplies	3,000	3,000	\$ 3,000
<u>\$ 6,510</u>	<u>\$ 6,352</u>	<u>\$ 6,375</u>	13 Total Expenses	<u>\$ 6,360</u>	<u>\$ 6,360</u>	<u>\$ 6,360</u>
<u>\$ 64,056</u>	<u>\$ 65,218</u>	<u>\$ 67,503</u>	Total Town Clerk Budget	<u>\$ 65,213</u>	<u>\$ 66,368</u>	<u>\$ 66,368</u>
<b>CONSERVATION COMMISSION</b>						
1,400	-	-	Stipends	1,400	1,400	1,400
	9,387		Expenses	1,495	1,495	1,495
<u>\$ 1,400</u>	<u>\$ 9,387</u>	<u>\$ -</u>	14 Total Conservation Commission Budget	<u>\$ 2,895</u>	<u>\$ 2,895</u>	<u>\$ 2,895</u>

Appropriated FY2016	Spent FY2016	Appropriated FY'17	Line Item	Department Requested FY'18	Board of Selectmen Recommends	Finance Board Recommends
1,500	1,200	1,500	<b>PLANNING AND ENGINEERING</b>			
			Planning Members' Stipends	1,800	1,800	1,800
			Town Planner	65,000	35,000	35,000
1,500	1,200	1,500	<sup>15</sup> Total Salaries	66,800	36,800	36,800
1,000	101	1,000	Expenses	6,000	6,000	6,000
4,000	2,625	4,000	Contracted Services	-	-	-
2,244	2,243	2,300	Merrimack Valley Planning Assessment	2,400	2,400	2,400
7,244	4,969	7,300	<sup>16</sup> Total Expenses	8,400	8,400	8,400
\$ 8,744	\$ 6,169	\$ 8,800	Total Planning and Engineering Budget	\$ 75,200	\$ 45,200	\$ 45,200
			<b>ZONING BOARD OF APPEALS</b>			
			Zoning Members' Stipends			
4,060	4,060	4,060	Contracted Services & Expenses	5,000	4,000	4,000
\$ 4,060	\$ 4,060	\$ 4,060	<sup>17</sup> Total ZBA Budget	\$ 5,000	\$ 4,000	\$ 4,000
			<b>MUNICIPAL BUILDINGS</b>			
17,000	14,958	18,200	Custodian/Facilities Part-time Employee	18,200	18,564	18,564
17,000	14,958	18,200	<sup>18</sup> Total Salaries	18,200	18,564	18,564
17,000	14,578	17,000	Lawn & Grounds	17,000	17,000	17,000
104,000	87,111	104,000	Utilities	106,000	106,000	106,000
7,500	7,500	7,500	Copier Lease & Supplies	8,000	8,000	8,000
4,000	4,000	6,000	Town Decor (Winter & Spring)	6,500	6,500	6,500
29,000	28,627	28,000	Repairs & Maintenance	32,000	32,000	32,000
5,000	6,150	7,500	Supplies	9,000	9,000	9,000
166,500	147,967	170,000	<sup>19</sup> Total Expenses	178,500	178,500	178,500
\$ 183,500	\$ 162,925	\$ 188,200	Total Municipal Buildings Budget	\$ 196,700	\$ 197,064	\$ 197,064
			<b>INSURANCE</b>			
125,000	106,628	125,000	Property & Casualty Insurance	145,000	145,000	145,000
2,500	1,515	2,500	Employee Group Life Insurance	2,700	2,700	2,700
365,000	284,889	383,250	Employee Group Health Insurance	385,000	385,000	385,000
\$ 492,500	\$ 393,032	\$ 510,750	<sup>20</sup> Total Insurance Budget	\$ 532,700	\$ 532,700	\$ 532,700
\$ 1,265,763	\$ 1,187,443	\$ 1,267,995	<b>TOTAL GENERAL GOVERNMENT</b>	\$ 1,419,362	\$ 1,393,083	\$ 1,393,083
			<b>PUBLIC SAFETY</b>			
			<b>POLICE DEPARTMENT</b>			
94,622	94,622	120,643	Chief's Salary	123,055	123,055	123,055
88,709	88,709	90,483	Deputy Chief's/Lieutenant's Salary	90,483	85,965	85,965
151,904	149,500	157,697	Sergeant's Salary	157,697	164,158	164,158
383,728	378,614	391,602	Patrolmen's Salary	397,561	397,561	397,561
246,022	243,080	251,576	Communication Salary	255,000	260,100	260,100
5,000	11,200	12,000	Training	13,770	13,770	13,770
93,990	93,990	95,870	Reserves	102,594	102,594	102,594
29,679	29,679	30,273	Overtime	30,273	30,878	30,878
118,935	118,935	99,777	Education Incentives	99,294	101,280	101,280
\$ 1,212,589	\$ 1,208,329	\$ 1,249,920	<sup>21</sup> Total Salaries	\$ 1,269,727	\$ 1,279,361	\$ 1,279,361
1,000	-	1,000	Harbormaster Expenses	1,000	1,000	1,000
4,600	6,882	4,600	Expenses	6,000	6,000	6,000
6,600	6,113	6,600	Supplies	7,700	7,700	7,700
9,000	14,000	9,000	Vehicle Maintenance	12,000	12,000	12,000
15,000	14,372	15,000	Equipment Maintenance	15,300	15,300	15,300
2,500	2,500	3,000	Firearms	3,060	3,060	3,060
11,750	11,282	11,750	Clothing Allowance	11,775	11,775	11,775
2,270	2,059	2,450	Association Fees	2,450	2,450	2,450
3,200	3,200	3,200	Communication Expenses	3,200	3,200	3,200
6,970	6,826	9,970	Training	10,170	10,170	10,170
35,150	21,246	25,150	Fuel	25,150	25,150	25,150
\$ 98,040	\$ 88,479	\$ 91,720	<sup>22</sup> Total Expenses	\$ 97,805	\$ 97,805	\$ 97,805
\$ 1,310,629	\$ 1,296,808	\$ 1,341,640	Total Police Budget	\$ 1,367,532	\$ 1,377,166	\$ 1,377,166
			<b>PARKING CLERK</b>			
100	-	100	Expense	100	100	100
\$ 100	\$ -	\$ 100	<sup>23</sup> Total Parking Clerk Budget	\$ 100	\$ 100	\$ 100
			<b>FIRE DEPARTMENT</b>			
27,641	27,641	28,194	Chief's Salary	28,194	28,758	28,758
96,939	97,858	98,878	Firefighter Salary	98,878	100,855	100,855
3,122	4,580	3,650	Inspector's Salary	4,000	4,000	4,000
5,000	15,000	7,500	Mass. Fire Academy Training	-	-	-
38,000	30,501	41,000	Drill Wages	48,500	49,470	49,470
\$ 170,702	\$ 175,580	\$ 179,222	<sup>24</sup> Total Salaries	\$ 179,572	\$ 183,083	\$ 183,083
14,006	13,006	9,580	Communications	9,772	9,772	9,772
8,100	5,700	3,500	Training Expense	2,500	2,500	2,500
12,400	22,303	29,500	Fire Equipment & Supplies	29,500	29,500	29,500

Appropriated FY2016	Spent FY2016	Appropriated FY'17	Line Item	Department Requested FY'18	Board of Selectmen Recommends	Finance Board Recommends
8,600	2,715	6,500	Fuel	6,000	6,000	6,000
1,700	1,700	2,500	Association Dues	2,800	2,800	2,800
6,250	6,167	3,000	Equipment Testing & Maintenance	16,805	16,805	16,805
6,300	6,300	3,500	Medical Supplies	5,500	5,500	5,500
18,000	12,470	26,921	Maintenance	-	-	-
<b>\$ 75,356</b>	<b>\$ 70,362</b>	<b>\$ 85,001</b>	<b>25 Total Expenses</b>	<b>\$ 72,877</b>	<b>\$ 72,877</b>	<b>\$ 72,877</b>
<b>\$ 246,058</b>	<b>\$ 245,942</b>	<b>\$ 264,223</b>	<b>Total Fire Budget</b>	<b>\$ 252,449</b>	<b>\$ 255,960</b>	<b>\$ 255,960</b>
<b>INSPECTORS</b>						
9,000	10,137	9,000	Wiring Inspector	9,000	9,000	9,000
10,000	12,693	10,000	Plumbing & Gas Inspector	10,000	10,000	10,000
50,084	46,829	47,037	Building Inspector	47,037	47,978	47,978
<b>\$ 69,084</b>	<b>\$ 69,659</b>	<b>\$ 66,037</b>	<b>26 Total Salaries</b>	<b>\$ 66,037</b>	<b>\$ 66,978</b>	<b>\$ 66,978</b>
450	450	1,800	Continuing Education	1,000	1,000	1,000
450	450	1,400	Materials	2,200	2,200	2,200
		1,800	Reimbursements (Mileage & Cell Phone)	1,000	1,000	1,000
750	750	750	Sealer of Weights & Measures	750	750	750
			Permit Software Expense	7,000	7,000	7,000
2,800	5,595	1,500	Building Inspector Expenses	2,300	2,300	2,300
<b>\$ 4,450</b>	<b>\$ 7,245</b>	<b>\$ 7,250</b>	<b>27 Total Expenses</b>	<b>\$ 14,250</b>	<b>\$ 14,250</b>	<b>\$ 14,250</b>
<b>\$ 73,534</b>	<b>\$ 76,904</b>	<b>\$ 73,287</b>	<b>Total Inspectors Budget</b>	<b>\$ 80,287</b>	<b>\$ 81,228</b>	<b>\$ 81,228</b>
<b>EMERGENCY MANAGEMENT</b>						
3,000	3,000	3,000	Director's Stipend	3,000	3,000	3,000
1,000	674	1,000	Expenses	1,000	1,000	1,000
<b>\$ 4,000</b>	<b>\$ 3,674</b>	<b>\$ 4,000</b>	<b>28 Total Emergency Management Budget</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>\$ 1,634,321</b>	<b>\$ 1,623,328</b>	<b>\$ 1,683,250</b>	<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 1,704,368</b>	<b>\$ 1,718,454</b>	<b>\$ 1,718,454</b>
<b>EDUCATION</b>						
7,999,158	7,999,158	8,357,742	Pentucket Base Assessment	8,707,958	8,707,958	8,707,958
-	-	-	Pentucket Supplemental Assessment			
500,921	500,921	559,388	Pentucket Capital Assessment	559,928	559,928	559,928
-	-	-	Pentucket Capital Assessment Supplemental			
120,624	173,135	200,000	Essex Tech	210,000	210,000	210,000
933,176	933,176	990,981	Whittier Vocational/Technical Assessment	953,645	953,645	953,645
<b>\$ 9,553,879</b>	<b>\$ 9,606,390</b>	<b>\$ 10,108,111</b>	<b>29 Total Education Budget</b>	<b>\$ 10,431,531</b>	<b>\$ 10,431,531</b>	<b>\$ 10,431,531</b>
<b>\$ 9,553,879</b>	<b>\$ 9,606,390</b>	<b>\$ 10,108,111</b>	<b>TOTAL EDUCATION</b>	<b>\$ 10,431,531</b>	<b>\$ 10,431,531</b>	<b>\$ 10,431,531</b>
<b>PUBLIC WORKS</b>						
<b>TREE WARDEN</b>						
-	-	-	Tree Warden Stipend	-	-	-
6,500	6,350	1,500	Expenses	1,500	1,500	1,500
<b>\$ 6,500</b>	<b>\$ 6,350</b>	<b>\$ 1,500</b>	<b>30 Total Tree Warden Budget</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>HIGHWAYS</b>						
79,386	79,386	80,974	Road Commissioner's Salary	80,974	82,593	82,593
211,601	208,229	225,275	Highway Salaries	225,275	229,779	229,779
2,200	1,887	2,200	Sick day buy back (Contractual)	2,200	2,200	2,200
15,000	14,398	13,000	Highway Salary - Part Time	7,000	7,000	7,000
8,000	7,416	9,000	Overtime	12,000	12,000	12,000
<b>\$ 316,187</b>	<b>\$ 311,316</b>	<b>\$ 330,449</b>	<b>31 Total Salaries</b>	<b>\$ 327,449</b>	<b>\$ 333,572</b>	<b>\$ 333,572</b>
7,000	6,490	7,000	Highway Expense	8,000	8,000	8,000
32,200	32,200	37,000	Front End Loader (Lease)	37,000	37,000	37,000
165,000	175,678	165,000	Snow & Ice Removal	165,000	165,000	165,000
45,000	44,782	45,000	Road Machinery Expense	46,000	52,000	52,000
116,500	116,405	118,000	Road Maintenance Expense	120,000	120,000	120,000
<b>\$ 365,700</b>	<b>\$ 375,555</b>	<b>\$ 372,000</b>	<b>32 Total Expense</b>	<b>\$ 376,000</b>	<b>\$ 382,000</b>	<b>\$ 382,000</b>
<b>\$ 681,887</b>	<b>\$ 686,871</b>	<b>\$ 702,449</b>	<b>Total Highway Budget</b>	<b>\$ 703,449</b>	<b>\$ 715,572</b>	<b>\$ 715,572</b>
<b>RUBBISH COLLECTION</b>						
10,581	10,581	10,792	Contract Administrator	10,792	11,008	11,008
460,000	412,319	482,345	Contract Expense	491,790	491,790	491,790
<b>\$ 470,581</b>	<b>\$ 422,900</b>	<b>\$ 493,137</b>	<b>33 Total Rubbish Collection Budget</b>	<b>\$ 502,582</b>	<b>\$ 502,798</b>	<b>\$ 502,798</b>
<b>CEMETERY</b>						
-	-	450	Commissioner's Stipend	450	450	450
37,038	37,038	37,779	Full Time Wages	37,779	38,535	38,535
6,000	8,000	8,500	Part Time Wages	8,500	9,000	9,000
<b>\$ 43,038</b>	<b>\$ 45,038</b>	<b>\$ 46,729</b>	<b>34 Total Salaries</b>	<b>\$ 46,729</b>	<b>\$ 47,985</b>	<b>\$ 47,985</b>
4,000	4,000	4,000	Supplies	4,500	4,500	4,500
2,800	1,814	2,800	Vehicle Fuel	1,500	1,500	1,500



Appropriated FY2016	Spent FY2016	Appropriated FY'17	Line Item	Department Requested FY'18	Board of Selectmen Recommend	Finance Board Recommend
500	500	500	Landscaping	800	800	800
2,400	2,400	2,400	Utilities	3,400	3,400	3,400
3,000	3,419	3,000	Parts	1,500	1,500	1,500
1,500	1,500	1,500	Expenses	2,500	2,500	2,500
\$ 14,200	\$ 13,633	\$ 14,200	<sup>35</sup> Total Expenses	\$ 14,200	\$ 14,200	\$ 14,200
\$ 57,238	\$ 58,671	\$ 60,929	Total Cemetery Budget	\$ 60,929	\$ 62,185	\$ 62,185
\$ 1,216,206	\$ 1,174,792	\$ 1,258,015	TOTAL PUBLIC WORKS	\$ 1,268,460	\$ 1,282,055	\$ 1,282,055
HUMAN SERVICES						
BOARD OF HEALTH						
900	300	900	Health Members' Stipends	900	900	900
11,318	11,318	11,544	Health Nurse Wages	11,544	11,775	11,775
21,189	21,189	21,613	Health/Sanitation Agent Wages	21,613	22,045	22,045
15,513	15,513	15,823	Part-time Clerk Wages	15,823	16,140	16,140
\$ 48,920	\$ 48,320	\$ 49,880	<sup>36</sup> Total Salaries	\$ 49,880	\$ 50,860	\$ 50,860
3,000		2,500	<sup>37</sup> Expenses	2,550	2,550	2,550
\$ 51,920	\$ 48,320	\$ 52,380	Total Board of Health Budget	\$ 52,430	\$ 53,410	\$ 53,410
COUNCIL ON AGING						
51,520	51,520	52,550	Director's Salary	52,550	53,601	53,601
32,746	32,745	33,400	Program Coordinator	33,400	34,068	34,068
8,108	7,983	8,270	Outreach Worker	8,270	8,435	8,435
18,551	18,224	18,922	Part Time Van Driver	18,922	19,300	19,300
\$ 110,925	\$ 110,471	\$ 113,142	<sup>38</sup> Total Salaries	\$ 113,142	\$ 115,404	\$ 115,404
-	-	-	Elder Services of Merrimack Valley Assessment			
6,600	6,457	6,600	Expenses	7,600	7,600	7,600
\$ 6,600	\$ 6,457	\$ 6,600	<sup>39</sup> Total Expenses	\$ 7,600	\$ 7,600	\$ 7,600
\$ 117,525	\$ 116,928	\$ 119,742	Total Council on Aging Budget	\$ 120,742	\$ 123,004	\$ 123,004
VETERANS						
9,500	7,784	8,500	Veterans' Agent Salary	8,500	8,500	8,500
85,000	37,692	75,000	Veterans' Benefits	35,000	32,000	32,000
\$ 94,500	\$ 45,476	\$ 83,500	<sup>40</sup> Total Veterans Budget	\$ 43,500	\$ 40,500	\$ 40,500
\$ 263,945	\$ 210,724	\$ 255,622	TOTAL HUMAN SERVICES	\$ 216,672	\$ 216,914	\$ 216,914
LIBRARY						
61,000	41,035	61,000	Library Director's Salary	61,000	62,220	62,220
101,405	84,680	103,433	Library Staff Wages	103,433	107,200	107,200
6,708	6,399	6,842	Part Time Wages	6,842	8,800	8,800
\$ 169,113	\$ 132,113	\$ 171,275	<sup>41</sup> Total Salaries	\$ 171,275	\$ 178,220	\$ 178,220
39,061	39,061	42,461	Library Materials	45,681	45,681	45,681
1,000	1,000	1,000	Technology	1,020	1,020	1,020
1,000	1,000	1,000	Programs	1,020	1,020	1,020
17,587	17,587	17,587	Dues	17,939	17,939	17,939
1,434	1,134	1,434	Training	1,463	1,463	1,463
4,000	4,000	4,000	Supplies	4,080	4,080	4,080
\$ 64,082	\$ 63,782	\$ 67,482	<sup>42</sup> Total Expenses	\$ 71,203	\$ 71,203	\$ 71,203
\$ 233,195	\$ 195,896	\$ 238,757	Total Library Budget	\$ 242,478	\$ 249,423	\$ 249,423
\$ 233,195	\$ 195,896	\$ 238,757	TOTAL LIBRARY	\$ 242,478	\$ 249,423	\$ 249,423
DEBT SERVICE						
185,000	185,000	185,000	Principal	245,000	245,000	245,000
165,375	119,215	126,013	Interest	148,713	148,713	148,713
\$ 350,375	\$ 304,215	\$ 311,013	<sup>43</sup> Total Debt Budget	\$ 393,713	\$ 393,713	\$ 393,713
350,375	304,215	311,013	TOTAL DEBT SERVICE	\$ 393,713	\$ 393,713	\$ 393,713
UNCLASSIFIED						
420,578	429,177	426,907	Essex Country Retirement Contribution	461,915	461,915	461,915
3,000	1,526	3,000	Unemployment Compensation	3,000	3,000	3,000
48,000	50,992	50,000	Medicare Tax	53,500	53,500	53,500
		85,000	OPEB Trust Fund (Other Post Employment Benefits)	85,000	85,000	85,000
500	487	500	Memorial Day Services	500	500	500
37,000	36,976	38,500	Street Lighting	40,000	40,000	40,000
\$ 509,078	\$ 519,158	\$ 603,907	<sup>44</sup> Total Unclassified Budget	\$ 643,915	\$ 643,915	\$ 643,915
509,078	519,158	603,907	TOTAL UNCLASSIFIED	\$ 643,915	\$ 643,915	\$ 643,915
15,026,762	14,821,945	15,726,670	GRAND TOTAL	\$ 16,320,498	\$ 16,329,088	\$ 16,329,088

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

**ARTICLE 6:** To see if the Town will vote to raise and appropriate the sum of ONE MILLION THIRTY-FOUR THOUSAND, FOUR HUNDRED AND THIRTY-ONE DOLLARS (\$1,034,431) for the use of the Water Department, said sum to be offset by FY 2018 Water Department Revenue; or take any other action relative thereto:

	<u>FY '17</u>	<u>FY '18 REQUESTED</u>	<u>FINANCE BOARD RECOMMENDS</u>
Commissioners	\$ 1,260.00	\$ 1,260.00	\$ 1,260.00
Superintendent	\$ 64,327.00	\$ 64,327.00	\$ 65,613.54
Office Manager	\$ 42,022.00	\$ 42,022.00	\$ 42,862.44
Laborers' Wages (3)	\$123,778.00	\$123,778.00	\$123,778.00
Part-Time Help	\$ 5,780.00	\$ 5,780.00	\$ 5,780.00
Overtime	\$ 28,923.00	\$ 28,923.00	\$ 28,923.00
Expenses	\$292,041.00	\$298,000.00	\$298,000.00
Health	\$ 56,466.00	\$ 59,290.00	\$ 59,290.00
Retirement	\$ 50,974.00	\$ 56,351.00	\$ 56,351.00
Emergency Funds	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Bond Debt & Interest	<u>\$169,700.00</u>	<u>\$304,700.00</u>	<u>\$304,700.00</u>
TOTAL	<u>\$885,271.00</u>	<u>\$1,034,431.00</u>	<u>\$1,036,557.98</u>

Article submitted by Water & Sewer Commissioners

**WATER/SEWER COMMISSIONERS RECOMMEND FAVORABLE ACTION**

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Motion to approve Article 6 for One Million , Thirty-Six Thousand, Five Hundred and Fifty-Seven Dollars and Ninety-Eight Cents (\$1,036,557.98)  
Passed Unanimously

**ARTICLE 7:** To see if the Town will vote to raise and appropriate the sum of FIVE HUNDRED SEVENTY-FIVE THOUSAND, FIVE HUNDRED AND THIRTY-FOUR DOLLARS (\$575,534) for the use of the Sewer Department, said sum to be offset by FY 2018 Sewer Department Revenue; or take any other action relative thereto:

	<u>FY '17</u>	<u>FY'18 REQUESTED</u>	<u>FINANCE BOARD RECOMMENDS</u>
Commissioners	\$ 540.00	\$ 540.00	\$ 540.00
Superintendent	\$ 27,506.00	\$ 27,506.00	\$ 28,056.12
Office Manager	\$ 18,009.00	\$ 18,009.00	\$ 18,369.18
Laborers' Wages (3)	\$ 53,048.00	\$ 53,048.00	\$ 53,048.00
Overtime	\$ 7,824.00	\$ 7,824.00	\$ 7,824.00
Part-Time Help	\$	\$ 1,734.00	\$ 1,734.00
Expenses	\$ 79,950.00	\$ 81,549.00	\$ 81,549.00
Health	\$ 24,755.00	\$ 25,993.00	\$ 25,993.00
Retirement	\$ 25,487.00	\$ 28,176.00	\$ 28,176.00
Bond Debt & Interest	\$102,469.00	\$100,024.00	\$100,024.00
Emergency Funds	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Haverhill Wastewater	\$138,983.00	\$166,780.00	\$166,780.00
Haverhill Capital Bond	<u>\$ 27,000.00</u>	<u>\$ 39,351.00</u>	<u>\$ 39,351.00</u>
TOTAL	<u>\$530,571.00</u>	<u>\$575,534.00</u>	<u>\$576,444.30</u>

Article submitted by Water & Sewer Commissioners

**WATER/SEWER COMMISSIONERS RECOMMEND FAVORABLE ACTION**

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Motion to approve Article 7 for Five Hundred, Seventy-Six Thousand, Four Hundred and Forty-Four Dollars and Thirty Cents (\$576,444.30)  
Passed Unanimously

**ARTICLE 8:** To see if the Town will vote to fix the salary and compensation of all elective and appointive officers of the Town for the twelve months ending June 30, 2018. Fixing of salaries according to Articles #5 - #7 above; or take any other action relative thereto.

Article submitted by Finance Board

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

**ARTICLE 9:** To see if the Town will vote to transfer the sum of ONE HUNDRED NINETY THOUSAND DOLLARS (\$190,000) from the Overlay Surplus Account for the purpose of funding the Town's operating budget for Fiscal Year 2018; or take any other action relative thereto.

Article submitted by Finance Director

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

**ARTICLE 10:** To see if the Town will vote to transfer EIGHTY-FIVE THOUSAND DOLLARS (\$85,000) from Fiscal Year 2016 Town Free Cash for the purpose of funding the Town's operating budget for Fiscal Year 2018; or take any other action relative thereto.

Article submitted by Board of Selectmen.

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

**ARTICLE 11:** To see if the Town will vote to transfer ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$175,000) from Fiscal Year 2016 Town Free Cash to the Stabilization Fund Account #8500-040-35992-000; or take any other action relative thereto.

Article submitted by Board of Selectmen. Requires 2/3 affirmative vote.

*This article would add to our "rainy day" fund and continue to build up our reserves*

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN April 24, 2017 - 2/3 Vote Required - Passed Unanimously

**ARTICLE 12:** To see if the Town will vote to transfer SEVENTY-FIVE THOUSAND DOLLARS (\$75,000) from Fiscal Year 2016 Town Free Cash to the Capital Stabilization Fund Account #8500-040-35925-000; or take any other action relative thereto.

Article submitted by Board of Selectmen. Requires 2/3's affirmative vote

*This article would add to our reserve for capital-related projects or the purchase or acquisition of capital equipment, or payment of debt service related thereto.*

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - 2/3 Vote Required - Passed Unanimously

**ARTICLE 13:** To see if the Town will vote to transfer the sum of SIXTY-FIVE THOUSAND DOLLARS (\$65,000) from Fiscal Year 2016 Town Free Cash to the MS4 Stormwater Permit Account #2452-421-45810-000 for the purpose of funding engineering and consulting services for the development of an application for a National Pollutant Discharge Elimination System (NPDES) MS4 Stormwater Permit; or take any other action relative thereto.

Article submitted by the Road Commissioner.

*The United States Environmental Protection Agency (EPA) has released the requirements for National Pollutant Discharge Elimination System (NPDES) compliance. The purpose of this funding is to engage an engineering firm to develop the Town's NPDES MS4 permit application. This is year one of a five year program.*

*The new regulations are the most sweeping set of stormwater regulations in the last 45 years. While Groveland has been planning and implementing stormwater improvements for many years, the new regulations will require substantial changes to the Town's stormwater bylaw, drainage infrastructure, site plan, and subdivision reviews.*

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

**ARTICLE 14:** To see if the Town will vote to transfer FIFTY-THOUSAND DOLLARS (\$50,000) from Fiscal Year 2016 Water Enterprise Retained Earnings to put towards the completion of Governor's Road water main project; or take any other action relative thereto.

Article submitted by Water & Sewer Commissioners

WATER & SEWER COMMISSIONERS RECOMMEND FAVORABLE ACTION

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

**ARTICLE 15:** To see if the Town will vote to transfer the sum of SEVENTY THOUSAND DOLLARS (\$70,000.00) from Fiscal Year 2016 Water Enterprise Department Retained Earnings to put towards the renovations of 23 School St for a new operational facility for the department, or take any other action relative thereto.

Article submitted by Water & Sewer Commissioners

WATER & SEWER COMMISSIONERS RECOMMEND FAVORABLE ACTION

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

**ARTICLE 16:** To see if the Town will vote to transfer the sum of ONE HUNDRED AND FIFTY THOUSAND DOLLARS (\$150,000.00) from Fiscal Year 2016 Water Enterprise Department Retained Earnings to put towards the contingencies for Main Street/Gardner St. Project for water mains and repairs, or take any other action relative thereto.

Article submitted by Water & Sewer Commissioners

WATER & SEWER COMMISSIONERS RECOMMEND FAVORABLE ACTION

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

**ARTICLE 17:** To see if the Town will vote to transfer the sum of THIRTY THOUSAND DOLLARS (\$30,000.00) from Fiscal Year 2016 Sewer Enterprise Department Retained Earnings to put towards the renovations of the 23 School St for new operational facility for the department , or take any other action relative thereto.

Article submitted by Water & Sewer Commissioners

WATER & SEWER COMMISSIONERS RECOMMEND FAVORABLE ACTION

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

## **ARTICLE 18: ZONING BY-LAWS**

To see if the Town will vote to delete and replace the Zoning By-law in its entirety with a new Zoning By-law in form placed on file with the Town Clerk and on the Town's website at [www.grovelandma.com](http://www.grovelandma.com), and to confirm and accept the existing Zoning Map of the Town of Groveland in accordance therewith, or take any other action relative thereto.

Article submitted by the Planning Board

PLANNING BOARD RECOMMENDS FAVORABLE ACTION

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - 2/3 Vote Required - Passed by 2/3 Majority after hand count (107 in favor and 5 against)

**ARTICLE 19:** To see if the Town will vote to transfer the necessary funds for the following projects from Fiscal Year 2016 Town Free Cash; or take any action relative thereto:

<u>Item</u>	<u>Purpose</u>	<u>Quantity</u>	<u>Capital Improvement</u>	<u>Board of Selectmen Recommend</u>	<u>Funding Source</u>
	<b>Council on Aging</b>				
1	Senior Center Design Study	1 Study	35,000	35,000	Free Cash
	<b>Police Department</b>				
2	Tazers	12	12,000	12,000	Free Cash
3	Replacement of a Line Cruiser	1	28,813	28,813	Free Cash
	<b>Fire Department</b>				
4	Portable Radios	10 Mobile & 12 Portable	60,000	45,789	Free Cash
		<b>Total</b>	<b>\$ 135,813</b>	<b>\$ 121,602</b>	

Each item above will be considered a separate appropriation. The budgeted amount may be spent only for the stated purpose. Article Submitted by the Capital Improvement Committee

*Comment: The above projects were recommended for funding in FY2018 by the Capital Improvement Committee (CIC). Refer to Appendix A for the complete 5 Year CIC report.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed by Majority

**ARTICLE 20:** To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, as most recently revised, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied. Article Submitted by the Finance Director

*This has been the current practice, however, with the Municipal Modernization Act, the Town is required to vote on this language with all borrowing articles. This article addresses past borrowings to bring them into compliance.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 21:** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of up to ONE HUNDRED AND FORTY THOUSAND DOLLARS (\$140,000), and authorize the Board of Selectmen, through its Chief Procurement Officer, to enter into a Lease/Purchase Agreement or Agreements for up to five (5) years to purchase the following equipment for Town Departments: Front-end Loader, said contracts to be subject to annual appropriations; or take any other action relative thereto.

Article Submitted by the Finance Director

*This article would allow the Town to enter into lease agreements for up to five years. Currently, only the highway department has leased equipment, and has a long-standing practice of leasing a front-end loader.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 22:** To see if the Town will vote to amend the provisions of the Town of Groveland Bylaws, Article 3, Section 2-35 Finance Board, Paragraph (a) Appointment; terms; organization. by **replacing** the words "The Selectmen shall, after the first and before the fifteenth day of April in each year, appoint three (3) legal voters in the town to serve for a period of three (3) years. Selectmen shall appoint nine (9) members, three (3) to serve for one (1) year, three for two (2) years, and three (3) for three (3) years, and these appointees shall be known as the town finance board. They shall annually elect a chairman from among their members and shall meet from time to time as its members or its chairman deem advisable."

**with**

The Finance Board shall be made up of seven (7) members. The Selectmen shall, by June 30th of each year, appoint up to three (3) legal voters in the town to serve for a period of three (3) years, and these appointees shall be known as the town finance board. They shall annually elect a chair from among their members and shall meet from time to time as its members or its chair deem advisable. Additionally, Selectmen may appoint two (2) Alternate members to serve for two (2) years.

In the first year of the reorganization (2017), the Board shall appoint three (3) members to serve a three-year term, two (2) members to serve a two-year term, and two (2) members to serve a one-year term. Article submitted by the Finance Board

*The purpose of this article is to reduce the number of Finance Committee members from 9 to 7 members to commensurate with its current duties. In addition, to add two Alternate Members to the Board.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 23:** To see if the Town will vote to amend the Town of Groveland General By-laws by adding a new section 2-42, as set forth below, to establish and authorize revolving funds for use by Groveland town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E½, or take any other action relative thereto.

**Article III - Finance and Taxation**  
**Section 2-42**  
**DEPARTMENTAL REVOLVING FUNDS**

1. Purpose. This by-law establishes and authorizes revolving funds for use by town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.

2. Expenditure Limitations. A department head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

B. No liability shall be incurred in excess of the available balance of the fund.

C. The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and Finance Board.

3. Interest. Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.

4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law, the laws, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, or officer on appropriations made for its use.

5. Authorized Revolving Funds: The Table establishes:

A. Each revolving fund authorized for use by a town department, board, or committee,

B. The department head, board, committee, or officer authorized to spend from each fund,

C. The fees, charges and other monies charged and received by the department, board, committee, or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant,



D. The expenses of the program or activity for which each fund may be used,

E. Any restrictions or conditions on expenditures from each fund;

F. Any reporting or other requirements that apply to each fund, and

G. The fiscal years each fund shall operate under this by-law.

A. Revolving Fund	B. Department, Board, or Committee Authorized to Spend from Fund	C. Fees, Charges, or Other Receipts Credited to Fund	D. Program or Activity Expenses Payable from Fund	E. Restrictions or Conditions on Expenses Payable from Fund	F. Other Requirements/ Reports	G. Fiscal Years
Veasey Memorial Park	Conservation Commission	Rental Fees collected	Operating costs of Veasey Park	None	Annual Report to Town Meeting	Fiscal Year 2019 and subsequent years
Pines Boat Ramp	Finance Director	Fees received for the sale of Boat Ramp access and Mooring Permits	Maintenance of Boat Ramp and purchase of equipment for ramp and moorings	None	Annual Report to Town Meeting	Fiscal Year 2019 and subsequent years
Zoning Board of Appeals	Zoning Board of Appeals	Fees paid by ZBA applicants	Payment of advertising and associated clerical work	None	Annual Report to Town Meeting	Fiscal Year 2019 and subsequent years
Bagnall Summer Program	Bagnall Summer Program Director	Tuition charged for summer program	Salaries and expenses of the Summer Program including grounds and building maintenance	None	Annual Report to Town Meeting	Fiscal Year 2019 and subsequent years
Council on Aging	COA Director	Monies collected through fees and donations	Supplies and Equipment for the COA	None	Annual Report to Town Meeting	Fiscal Year 2019 and subsequent years
Fire Department CPR Class	Fire Chief	Monies collected through class fees and public donations	Salaries and expenses related to the CPR Classes	None	Annual Report to Town Meeting	Fiscal Year 2019 and subsequent years

Article submitted by the Finance Director

*This article would add a new section 2-42 to our General By-laws to establish and authorize revolving funds as a By-Law as opposed to annually at Town Meeting. Town Meeting, as the legislative body, must still vote on or before July 1 on the amount that may be spent from each fund during the upcoming fiscal year.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 24:** To see if the Town will vote to reauthorize the Veasey Memorial Park Revolving Fund as established at the Special Town Meeting held December 2, 1996 and authorized by Chapter 44, Section 53E-½ of Massachusetts General Laws. The purpose of this fund is for the Conservation Commission to pay operating costs of Veasey Memorial Park. The Conservation Commission may expend from this account an amount not to exceed NINETY THOUSAND DOLLARS (\$90,000.00) for Fiscal year 2018; or take any other action relative thereto. Article submitted by Conservation Commission

*The Conservation Commission shall give a report to the Annual Town Meeting detailing the total receipts and expenditures of this fund for the fiscal year. (Please see appendix B for the report)*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 25:** To see if the Town will vote to reauthorize the Pines Recreation Boat Ramp Revolving Fund as established at Special Town Meeting held October 13, 1992 and authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws. The purpose of this fund is to allow receipts received from the sale of Pines Boat Ramp and Mooring Permits to be expended without further appropriation for the purchase of floats, safety equipment, walk ramp, necessary hardware for installation, and maintenance and repair of Pines Boat Ramp. The Finance Director may expend from this account an amount not to exceed FIFTEEN THOUSAND DOLLARS (\$15,000) during Fiscal year 2018; or take any other action relative thereto. Article submitted by Finance Director

*There shall be a report to the Annual Town Meeting detailing the total receipts and expenditures of this fund for the fiscal year. (Please see appendix B for the report)*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 26:** To see if the Town will vote to reauthorize the Zoning Board of Appeals Revolving Fund as established at Annual Town Meeting held April 27, 2009 and authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws. The purpose of this fund is to hold fees paid by the applicants and to be expended without further appropriation for the payments of advertising and associated clerical work relative to the applicant's application. The Zoning Board of Appeals may expend from this account an amount not to exceed TEN THOUSAND DOLLARS (\$10,000) during Fiscal year 2018; or take any other action relative thereto. Article submitted by the Finance Director

*The Zoning Board of Appeals shall give a report to the Annual Town Meeting detailing the total receipts and expenditures of this fund for the fiscal year. (Please see appendix B for the report).*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 27:** To see if the Town will vote to reauthorize the Bagnall School Summer Program Revolving Fund as established at Annual Town Meeting held April 27, 2009 and authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws. The purpose of this fund is to hold fees paid by the applicants and to be expended for salaries/wages and expenses of the Bagnall School Summer Program. The Bagnall School Summer Program may expend from this account an amount not to exceed ONE HUNDRED EIGHTY THOUSAND DOLLARS (\$180,000) during Fiscal year 2018; or take any other action relative thereto.

Article submitted by Finance Director

*The Director of the Program shall give a report to the Annual Town Meeting detailing the total receipts and expenditures of this fund for the fiscal year. (Please see appendix B for the report)*

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

**ARTICLE 28:** To see if the Town will vote to reauthorize the Council on Aging Revolving Fund as established at Annual Town Meeting held April 25, 2016 and authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws. The purpose of this fund is to hold receipts collected through fees and public donations; and further to allow the Council on Aging to expend funds not to exceed TEN THOUSAND DOLLARS (\$10,000) during Fiscal year 2018 from said account for ongoing supplies and equipment; or take any other action relative thereto. Article submitted by Finance Director

*The Director of the Council on Aging shall give a report to the Annual Town Meeting detailing the total receipts and expenditures of this fund for the fiscal year. (Please see appendix B for the report)*

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

**ARTICLE 29:** To see if the Town will vote to reauthorize the Fire Department CPR Class Revolving Fund as established at Annual Town Meeting held April 25, 2016 and authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws. The purpose of this fund is to hold receipts collected through class fees and public donations; and further to allow the Fire Chief to expend funds not to exceed SIX THOUSAND DOLLARS (\$6,000) during Fiscal year 2018 from said account for salaries and expenses related to CPR Classes; or take any other action relative thereto. Article submitted by the Fire Department

*The Fire Chief shall give a report to the Annual Town Meeting detailing the total receipts and expenditures of this fund for the fiscal year. (Please see appendix B for the report)*

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

**ARTICLE 30:** To see if the town will vote to appropriate a sum of SIXTY-THOUSAND AND FIVE HUNDRED DOLLARS (\$60,500) from the Community Preservation Open Space Reserve FY2018 to be made for the purpose of preservation through management planning and removal of invasive species and undesirable weeds, for improved access, passive recreation use, fishing and boating of Johnsons Pond. The project is to be managed by the town Finance Director and the Conservation Commission under the CPA category of Open Space and be completed no later than June 30, 2020 or take any action relative thereto.

Article submitted by the Community Preservation Committee

*The following initiatives are proposed for the preservation of Johnsons Pond including developing a management plan, taking water quality measurements and improving access and uses of the pond by removing invasive species and weeds, which are disrupting and harming water flow into the surrounding watershed.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed by Majority

**ARTICLE 31:** To see if the Town will vote to appropriate a sum of EIGHTEEN THOUSAND FIVE HUNDRED DOLLARS (\$18,500) from the Community Preservation Fund's Historic Reserve FY-2018 to be made available for the purpose of preservation and management of historical documents by the Cemetery Commission. The project is to be managed by the town Finance Director and the Cemetery Commission under the CPA category of Historic Preservation and be completed no later than June 30, 2020 or take any action relative thereto.

Article submitted by the Community Preservation Committee

*This proposal details a plan to address two major historic preservation needs of the Riverview Cemetery: (1) the protection of the cemetery's paper-based records in the cemetery office and (2) the automation, preservation, and retrieval of cemetery information and records. The Cemetery Commission will use some volunteer labor to perform data entry.*

*With respect to historic resources, rehabilitation shall have the additional meaning of work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 32:** To see if the Town will vote to appropriate a sum of FORTY-EIGHT THOUSAND DOLLARS (\$48,000) from the Community Preservation Fund's Historic Reserve FY-2018 to be made available for the purpose of restoration of a portion of the Old Burying Ground in Riverview Cemetery by the Cemetery Commission. The project is to be managed by the town Finance Director and the Cemetery Commission under the CPA category of Historic Preservation and be completed no later than June 30, 2020 or take any action relative thereto.  
Article submitted by the Community Preservation Committee

*This proposal is the first phase of a three phase restoration of the Old Bury Grounds section of the historic Riverview Cemetery. The Cemetery Commission will restore 95 to 100 gravestones and monuments on the entrance drive greatly improving the initial impression as one enters the cemetery. Phases 2 and 3 will be proposed in future years.*

*With respect to historic resources, rehabilitation shall have the additional meaning of work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68. the paper while making historic documents easier to find and more accessible to the public.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 33:** To see if the Town will vote to appropriate a sum of EIGHT THOUSAND NINE HUNDRED-FIFTY DOLLARS (\$8,950) from the Community Preservation Fund's Historic Reserve FY-2018 to be made available for the purpose of restoration of Veteran's Markers in Riverview Cemetery by the Cemetery Commission. The project is to be managed by the town Finance Director and the Cemetery Commission under the CPA category of Historic Preservation and be completed no later than June 30, 2020 or take any action relative thereto.  
Article submitted by the Community Preservation Committee

*This proposal details a plan to restore or replace all the Veteran's markers on the graves of soldiers, sailors, and marines that are buried in the Riverview Cemetery who served or died during the Revolutionary, Civil and Spanish-American Wars that are currently missing or destroyed.*

*With respect to historic resources, rehabilitation shall have the additional meaning of work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 34:** To see if the town will vote to appropriate a sum of EIGHTY-FIVE THOUSAND DOLLARS (\$85,000) from the Community Preservation Open Space Reserve FY2018 to be made for the purpose of preservation and prevention of harm to Johnsons Creek by developing the second phase of a management plan for Johnsons Creek Watershed from Johnsons Pond to the Merrimack River. The plan would address flow and flood control, vegetation control, sedimentation and other issues disrupting the flow through the watershed. The project is to be managed by the town Finance Director and the Conservation Commission under the CPA category of Open Space and be completed no later than June 30, 2020 or take any action relative thereto.

Article submitted by the Community Preservation Committee

*The article will fund the second phase of a management plan for the Johnsons Creek Watershed started in 2014 by the Groveland Highway Department. It would address several issues to preserve the watershed such as flood prevention and flow control and insure new and continued uses including fishing, boating and swimming.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed by Majority

**ARTICLE 35:** To see if the Town will vote to appropriate a sum of FIFTY-FIVE THOUSAND DOLLARS (\$55,000) from the Community Preservation Fund General Reserve for FY-2018 to be made available for the purpose of a Phase 2 Historic Preservation of the Veto Hand Tub Museum to be managed by the Finance Director, Historic Commission, and the Groveland Firefighter's Association under the CPA category of Historic Preservation and be completed no later than June 30, 2020, or take any other action relative thereto

Article submitted by the Community Preservation Committee

*This project will provide funds to continue the rehabilitation of the museum infrastructure in town hall used to display the Veto Hand Tub and to evaluate and plan the restoration of the historic Veto Hand Tub.*

*With respect to historic resources, rehabilitation shall have the additional meaning of work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS UNFAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 -Motion to change Historic Commission to Historic Society - Motion passed Unanimously.

Main Motion to approve Favorable Action was Passed by Majority

**ARTICLE 36:** To see if the Town will vote to appropriate or reserve from Community Preservation Fund Fiscal Year 2018 estimated annual revenues the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects, and other expenses, with each item to be considered a separate appropriation:

PURPOSE	RECOMMENDED AMOUNT
Appropriations:	
Committee Administrative Expenses	\$ 20,000
Reserves:	
Open Space	\$ 50,000
Historic Resources	\$ 50,000
Community Housing	\$ 50,000

or take any other action relative thereto.

Article submitted by the Community Preservation Committee

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 37:** To see if the Town will vote to transfer the sum of THIRTEEN THOUSAND DOLLARS (\$13,000.00) from the Conservation Commission Fees Account (2601-990-45305-000) to the Conservation Commission Salary Part Time Account for Fiscal Year 2018 (1001-171-52000-052) for the purposes of costs related to Commission operating costs; or to take any other action relative thereto.

Article submitted by the Conservation Commission

*This article transfers funds from fees collected by the Commission to the Commission Services Account.*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - Passed Unanimously

**ARTICLE 38:** To see if the Town will vote to transfer the sum of TWO THOUSAND DOLLARS (\$2,000.00) from the Conservation Commission Fees Account (2601-990-45305-000) to the Conservation Commission Expense Account for Fiscal Year 2018 (1001-171-52000-052) for the purposes of costs related to Commission operating costs; or to take any other action relative thereto.

Article submitted by the Conservation Commission

*This article transfers funds from fees collected by the Commission to the Commission Services Account.*

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - Passed Unanimously

**ARTICLE 39:** To see if the Town would vote to transfer from such board and for such purposes as it is presently held, to the Board of Selectmen for the purpose of conveyance, and to authorize the Board of Selectmen to convey the gift of a conservation restriction to the Commonwealth of Massachusetts, Department of Fish & Game on three parcels of land identified by the Town of Groveland Assessors as Map 52 lot 31 (Uptack Road), Map 53 lot 2A (Uptack Road) and Map 47 lot 53A (Stephenson's Way), for the purpose of preserving said properties in perpetuity as open space and for passive recreational use, pursuant to Article 97 of the Amendments to the Massachusetts Constitution and as required by M.G.L. c.44B, §12, with the fee to be retained by the Town of Groveland under the care, custody and control of the Groveland Conservation Commission; and to authorize the Board of Selectmen to petition the Massachusetts General Court for approval of such conveyance as may be required pursuant to said Article 97 of the Amendments to the Massachusetts Constitution, or otherwise, , or take any action relative thereto. Article submitted by the Conservation Commission

*The Community Preservation Act requires that a permanent conservation restriction be conveyed on parcels acquired for conservation purposes with CPA funds. Two of these parcels (Map 53 lot 2A & Map 47 lot 53A) were acquired with CPA funds. These three parcels in Meadow Pond Reservation abut Groveland Conservation land that has an existing conservation restriction. That restriction will be amended to include these 3 abutting parcels as well.*

BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION

FINANCE BOARD RECOMMENDS FAVORABLE ACTION

DATE AND ACTION TAKEN: April 24, 2017 - 2/3 Vote Required - Passed Unanimously



**ARTICLE 40:** To see if the Town will vote to transfer from the Conservation Commission for conservation and such other purposes as it may be presently held, to the Board of Selectmen for the purpose of conveyance, and authorize the said Board of Selectmen, upon such terms and for such consideration as it deems appropriate, which may be the acquisition of other land or interests in land for conservation purposes, to convey the fee or lesser interest in that land owned by the Town having an area of 9000 square feet, more or less, and depicted approximately as "Parcel B" on that plan entitled: "Plan of Land In Groveland, Massachusetts Prepared for Owner/Applicant Dehullu Homes, c/o Steve Dehullu," dated Jan. 5, 2017, prepared by William G Holt, PE, a copy of which has been placed on file with the Town Clerk, said land being a portion of a larger parcel of Town-owned land located at 34 Wood Street identified as Town Assessors Map 5 Lot 001, and known as the "Town Forest", provided that the care, custody and control of such land shall revert to the Conservation Commission for conservation purposes after two years if not conveyed as authorized hereunder; AND FURTHER to authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain, for conservation purposes and upon such terms and conditions as it deems appropriate, the fee or lesser interest in all or a portion of the land located at 40 Wood Street identified as Town Assessors Map 5 Lot 002D, such land or interest in land to be held in the care, custody and control of the Conservation Commission; AND FURTHER to authorize the Board of Selectmen or the Conservation Commission to convey, upon such terms and for such consideration as it deems appropriate, a conservation restriction in the remainder of said Town Forest and in such land as the Town may acquire in exchange for or to facilitate the conveyance of a portion of the Town Forest as authorized hereunder; AND FURTHER to authorize the Board of Selectmen to petition the Massachusetts General Court for approval of such disposition and change in use of Town property authorized hereunder as may be required pursuant to Article 97 of the Amendments to the Massachusetts Constitution, or otherwise, and to take whatever steps are necessary to accomplish and fulfill the goals of this Article; or take any action related thereto.

Article submitted by the Conservation Commission

*This article would exchange 9000 square feet of land in Town Forest needed for frontage on an adjoining lot for a donation of 12 acres of land abutting Town Forest. It would also authorize the town to place all the land under a conservation restriction along with remaining Town Forest land as required when seeking legislative approval for removing land from conservation purposes*

**BOARD OF SELECTMEN RECOMMEND FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** April 24, 2017 - 2/3 Vote Required - Passed by 2/3 Majority after hand count

**ARTICLE 41:** To dissolve Town Meeting, and direct those qualified to vote in Annual Town Election to meet in their respective voting precinct **Town Hall, 183 Main Street Groveland, MA** on **Monday, May 1, 2017 between the hours of 7:00 A.M. and 8:00 P.M.** to elect the following Town Officers and vote on the following Ballot Question:

***To Elect:***

Two (2) Selectmen for three years  
One (1) Assessor for three years  
One (1) member of the Board of Health for three years  
One (1) member of the Board of Health for two years  
One (1) member of the Board of Health for one years  
One (1) member of the School Committee for three years  
One (1) member of the School Committee for two years  
Three (3) Trustees of the Langley-Adams Library for three years  
Two (2) members of the Planning Board for five years  
One (1) member of the Water/Sewer Commission for three years  
One (1) member of the Water/Sewer Commission for two years  
One (1) member of the Cemetery Commission for three years  
One (1) member of the Municipal Light Commission for three years  
One (1) member of the Groveland Housing Authority for four years  
One (1) member of the Groveland Housing Authority for two years  
One (1) Tree Warden for one year  
One (1) Moderator for one year

**To vote upon the following Question fill in the Oval to the right of the “YES” OR “NO”.**

**QUESTION 1:**      **THIS QUESTION IS NON-BINDING:** Would you support a medical marijuana cultivation facility, to be located in an industrial zone, in the Town of Groveland?

YES (    )              NO (    )

April 24, 2017 - Passed Unanimously - Town Meeting dissolved at 9:41 p.m.

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## APPENDIX A

### CAPITAL IMPROVEMENT PLAN

FY2018 Capital Budget and 5YR Capital Plan - Adopted by vote of the Capital Improvement Committee on 12/27/16								
Department	Project	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	6 Yr Totals
Council on Aging	Handicap Access Van		58,000					58,000
	Senior Center				2,400,000			
	Senior Center Design Study	35,000						
	<b>Subtotal - Council on Aging</b>	<b>35,000</b>	<b>58,000</b>		<b>2,400,000</b>			<b>\$ 2,493,000</b>
Fire Department	Air Packs			140,000				\$ 140,000
	Pumper Engine				538,000			\$ 538,000
	Jaws of Life					100,000		\$ 100,000
	Forestry Truck						140,000	\$ 140,000
	Squad 1 to replace F450	95,000						\$ 95,000
	Replace Radio System		130,000					\$ 130,000
	Portable Radios	60,000						\$ 60,000
	<b>Subtotal - Fire Department</b>	<b>155,000</b>	<b>130,000</b>	<b>140,000</b>	<b>538,000</b>	<b>100,000</b>	<b>140,000</b>	<b>\$ 1,203,000</b>
Highway Department	1-Ton Truck					65,000		
	5-Ton Truck (Replacing 2006 Peterbilt)	182,000						\$ 182,000
	6-Ton Truck (Replacing 2007 Peterbilt)			203,000				\$ 203,000
	Vacuum Truck						263,000	\$ 263,000
	<b>Subtotal - Highway Department</b>	<b>182,000</b>	<b>-</b>	<b>203,000</b>	<b>-</b>	<b>65,000</b>	<b>263,000</b>	<b>\$ 713,000</b>
Cemetery Department								
	Walker Mower		15,500					\$ 15,500
	1/2 -Ton 4x4 Pickup Truck				30,000			\$ 30,000
	<b>Subtotal- Cemetery Department</b>		<b>15,500</b>		<b>30,000</b>			<b>\$ 45,500</b>
Police Department								
	Tazers	12,000						\$ 12,000
	Radios		14,000					\$ 14,000
	Radar Guns				10,000			\$ 10,000
	Replacement of Network Server		20,000					\$ 20,000
	Replacement of Line Cruiser	28,813	29,677	30,568	31,485	32,430	33,402	\$ 186,375
	<b>Subtotal - Police Department</b>	<b>40,813</b>	<b>63,677</b>	<b>30,568</b>	<b>41,485</b>	<b>32,430</b>	<b>33,402</b>	<b>\$ 242,375</b>
	<b>Totals</b>	<b>412,813</b>	<b>267,177</b>	<b>373,568</b>	<b>3,009,485</b>	<b>197,430</b>	<b>436,402</b>	<b>\$ 4,696,875</b>

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## **APPENDIX B**

### **REVOLVING FUND REPORTS TO TOWN MEETING**

#### **Veasey Memorial Park Revolving Fund**

**As of April 5, 2017**

<b><u>Expenditures</u></b>	<b><u>Budget</u></b> <b><u>FY 17</u></b>	<b><u>Actual</u></b> <b><u>Spent</u></b>	<b><u>Percent</u></b> <b><u>of Budget</u></b>
Utilities			
Main Building			
Heat (oil and gas)	\$2,000	\$1,084.00	54.20%
Electricity	\$6,000	\$4,677.63	77.96%
Internet /Phone /TV	\$1,700	\$1,128.09	66.36%
Water	\$800	\$542.92	67.87%
Alarm Telephone	\$300	\$225.00	75.00%
Alarm	\$420	\$420.00	100.00%
Outbuildings and grounds			
Electricity	\$400	\$352.87	88.22%
Water	\$350	\$257.99	73.71%
Maintenance			
Heating Systems			
Main Building	\$200	\$300.00	150.00%
199 Washington	\$150	\$217.04	144.69%
Good Shepherds			
Cottage	\$150	\$200.00	133.33%
Other Systems	\$600		0.00%
Septic Systems			
Main Building	\$150		0.00%
199 Washington	\$150		0.00%
Good Shepherds			
Cottage	\$150		0.00%
Professional Services			
Events Coordinator	\$14,000	\$11,163.30	79.74%
Marketing	\$700	\$400.00	57.14%
Facilities and Grounds Manager	\$20,800	\$15,600.00	75.00%
Housekeeping	\$5,000	\$4,683.00	93.66%
Carpet Cleaning	\$520	\$260.00	50.00%
Special Cleaning Projects	\$200	\$292.00	146.00%
Field Cutting	\$1,000	\$1,000.00	100.00%
Supplies			
Administrative	\$600	\$464.80	77.47%
Housekeeping	\$600	\$392.70	65.45%
Hospitality	\$600	\$61.90	10.32%
Facilities	\$600	\$336.91	56.15%
Wine and Art	\$1,400	\$1,400.00	100.00%
Miscellaneous			
misc (apt repair & prep)	\$500	\$467.00	93.40%

<b>Capital Projects</b>			
Heating System Extension	\$22,000	\$0.00	
Window replacement	\$3,500	3450.00	
Roof Repair	\$460	\$440.00	
Green Room Floor	\$4,000	\$4,014.00	
<b>Total</b>	<b>\$90,000</b>	<b>\$53,831</b>	<b>59.81%</b>

<u><b>Revenue</b></u>	<u><b>Goal FY 17</b></u>	<u><b>Actual Rec'd</b></u>	
<b>Tenants</b>			
199 Washington St	\$ 20,100	\$15,075.00	
Good Sheppherd Cott	\$ 13,800	\$10,350.00	
Main Bldg Apartment	\$ 14,460	\$10,920.00	
Lucile's Cott (OTAT)	\$ 5,400	\$4,050.00	
West Wing	\$ 3,600	\$2,700.00	
Storage Rm (MVPO)	\$ 1,200	\$600.00	
Commercial Kitchen	\$ -		
	\$58,560		
<b>Long Term Partners</b>			
Girl Scouts	\$ 100	\$50.00	
Chesterton	\$ 1,200	\$900.00	
VFW/Legion	\$ 700		
Visions	\$ 720	\$720.00	
	\$ 2,720		
<b>Single Use /Events</b>			
	\$ 20,000	\$21,296.60	
	\$ 20,000		
<b>Fundraising</b>			
Cultural Council	\$ 500	\$500.00	
Wine and Art	\$ 7,000	\$7,038.23	
Friends of Veasey	\$ 1,000		
Donations	\$ 500	\$250.00	
	\$ 9,000		
<b>Misc</b>			
Furnace rebate	\$ -	\$2,000.00	
<b>Total Income</b>	<b>\$90,280</b>	<b>\$76,450</b>	<b>84.68%</b>

**Cash Position**

On-hand at end of FY Year 16	\$3,042.06
Revenue Year to Date FY 2017	\$76,449.83
Expenditures Year to Date FY 2017	\$53,831.15
On hand April 4, 2017 FY 2017	\$25,660.74

Submitted by Mike Dempsey, Conservation Commission

### Pines Recreation Boat Ramp Revolving Fund

FY16 Beginning Balance: \$ 32,257.38

FY16 Revenue: \$ 5,034.00

FY16 Expenses: \$ 23,855.27

FY16 Ending Balance: \$ 13,436.11

-----  
FY17 Revenue (through March 31, 2017): \$ 675.00

FY17 Expenses (through March 31, 2017): \$ 5,971.31

Current Balance: \$ 8,139.80

### Zoning Board of Appeals Revolving Fund

Total Amount for 2016-17 Revolving Acct.

Beginning Balance	\$101.42
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Revenue	\$4,000.00
---------	------------

Expenses	(\$4,098.55)
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Total in Revolving Acct as of March 31 <sup>st</sup> :	\$2.87
--------------------------------------------------------	--------

### Bagnall Summer Recreation Program Revolving Account

FY17 Starting Balance	\$128,876.88
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Transfer Out	0.00
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Payroll	(\$70,114.63)
---------	---------------

Expenses	(\$31,217.90)
----------	---------------

Revenue So Far	<u>\$7,176.43</u>	Revenue from 2017 (FY18) Program so far
----------------	-------------------	-----------------------------------------

Ending Balance	\$34,720.78
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### Council on Aging Revolving Account

Total Amount for 2016-17 Revolving Acct. Beginning Balance	\$0.00
Revenue (including transfer in of donation funds)	\$17,176.09
Expenses	(\$4,171.34)
Total in Revolving Acct as of March 31 <sup>st</sup> :	\$12,391.24

### Fire – CPR Class Revolving Account

Total Amount for 2016-17 Revolving Acct. Beginning Balance	\$0.00
Revenue (including transfer in of donation funds)	\$350.00
Expenses	(\$100.36)
Total in Revolving Acct as of March 31 <sup>st</sup> :	\$249.64

## **APPENDIX C**

### DEFINITION OF FINANCIAL TERMS COMMONLY USED AT TOWN MEETINGS

**Appropriation** – An authorization by the Town Meeting to make expenditures and incur liabilities for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**Assessed Valuation** – A valuation set upon real estate or other property by the Assessors as a basis for levying taxes.

**Bond** – A written promise to pay a specified sum of money by a fixed date, and carrying with it interest payments at a fixed rate, paid periodically. A **Note** is similar, but issued for a shorter period.

**Debt and Interest** – The amount of money necessary annually to pay the interest and the principal on the Town's outstanding debt. Also known as "Debt Service."

**Fiscal Year** – The budget period used by the Town running from July 1 of one year to June 30 of the next year. At the end of this period, the Town closes its books in order to determine its financial condition and the results of its operation.

**Free Cash (Available Funds)** – The amount of money left after all prior years' uncollected taxes have been deducted from surplus revenue. This amount may be used as available funds by vote of the Town Meeting.

**Overlay** – The amount, up to 5% of the tax levy, raised by the Assessors in excess of appropriations and other charges to cover abatements and exemptions.

**Overlay Reserve** – Unused amount of the overlay for previous years, which the Town may transfer to Surplus Revenue after all abatements for such fiscal year are settled.

**Reserve Fund** – A fund voted by the Annual Town Meeting and controlled by the Finance Committee for extraordinary and unforeseen expenditures incurred by Town departments during the year.

**Stabilization Fund** – Special Reserve Fund that can be used by a 2/3 vote of the Town Meeting.

**Surplus Revenue** – The amount by which cash, accounts receivable and other assets exceed the liabilities and reserves. Used in calculating free cash.

**Transfer** – The movement of funds from one account to another. Transfers between accounts (other than the Reserve Fund) can be made only by vote of the Town Meeting.

**Unexpended Balance** – That portion of an appropriation or account not yet expended. Any such balances left at the end of the fiscal year are generally used as Surplus Revenue in calculating Free Cash.

## APPENDIX D

### TABLE OF MOTIONS

Reprinted from **Town Meeting Time**, by Johnson, Trustman and Wadsworth.  
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#### Table of Basic Points of Motion

Rank		Second Required	Debatable	Amendable	Vote Required	May Reconsider	May Interrupt
<b>PRIVILEGED MOTIONS</b>							
1	Dissolve or adjourn sine die	Yes	No	No	Majority	No	No
2	Adjourn to fix time or recess	Yes	Yes	Yes	Majority	No	No
3	Point of no quorum	No	No	No	None	No	No
4	Fix the time to (or at) which to adjourn	Yes	Yes	Yes	Majority	Yes	No
5	Question of privilege	No	No	No	None	No	Yes
<b>SUBSIDIARY MOTIONS</b>							
6	Lay on the table	Yes	No	No	2/3	Yes	No
7	The previous question	Yes	No	No	2/3	No	No
8	Limit or extend debate	Yes	No	No	2/3	Yes	No
9	Postpone to a time certain	Yes	Yes	Yes	Majority	Yes	No
10	Commit or refer	Yes	Yes	Yes	Majority	Yes	No
11	Amend (or substitute)	Yes	Yes	Yes	Majority	Yes	No
12	Postpone indefinitely	Yes	Yes	No	Majority	Yes	No
<b>INCIDENTAL MOTIONS</b>							
*	Point of order	No	No	No	None	No	Yes
*	Appeal	Yes	Yes	No	Majority	Yes	No
*	Division of a question	Yes	Yes	Yes	Majority	No	No
*	Separate consideration	Yes	Yes	Yes	Majority	No	No
*	Fix the method of voting	Yes	Yes	Yes	Majority	Yes	No
*	Nominations to committees	No	No	No	Plur.	No	No
*	Withdraw or modify a motion	No	No	No	Majority	No	No
*	Suspension of rules	Yes	No	No	2/3***	No	No
<b>MAIN MOTIONS</b>							
None	Main Motion	Yes	Yes	Yes	Var.	Yes	No
**	Reconsider or rescind	Yes	**	No	Majority	No	No
None	Take from the table	Yes	No	No	Majority	No	No
None	Advance an article	Yes	Yes	Yes	Majority	Yes	No

\* Same rank as motion out of which they arise.


\*\* Same rank and debatable to same extent as motion being reconsidered.

\*\*\* Unanimous if rule protects minorities; out of order if rule protects absentees.

And you are directed to serve this Warrant by posting attested copies thereof in said Town, one copy in each of the three parts of Town known as Savaryville, the Village, and South Groveland, fourteen (14) days at least before the time of holding said meeting.

Hereof fail not and make due return of this Warrant, with your doings thereon to the Precinct Clerk, at the time and place of said meeting.

Given under our hands this 4th day of April in the year of our Lord two thousand seventeen.

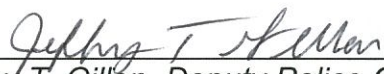
  
\_\_\_\_\_  
William F. Dunn, Chairman  
\_\_\_\_\_  
Edward H. Watson, Vice Chairman  
\_\_\_\_\_  
Daniel J. MacDonald, Selectman  
\_\_\_\_\_  
William G. O'Neil, Selectman  
\_\_\_\_\_  
Michael N. Wood, Selectman

A true copy, attest:

  
\_\_\_\_\_  
Anne Brodie, Town Clerk  
\_\_\_\_\_  
Jeffrey T. Gillen, Deputy Police Chief

#### OFFICER'S RETURN

I have notified and warned the inhabitants of the Town of Groveland who are qualified to vote in Town Affairs by posting true and attested copies of this Warrant at the Town Hall, Savaryville and South Groveland, said copies not having been posted less than **fourteen days** before the time of said meeting.

  
\_\_\_\_\_  
Anne Brodie, Town Clerk  
\_\_\_\_\_  
Jeffrey T. Gillen, Deputy Police Chief

**TOWN OF GROVELAND  
MASSACHUSETTS  
2016-2017**

**BOARD OF SELECTMEN**

William F. Dunn, Chairman  
Edward H. Watson, Vice Chair  
Daniel J. MacDonald  
William G. O'Neil  
Michael N. Wood

**FINANCE DIRECTOR**

Denise M. Dembkoski

**FINANCE BOARD**

**TERM EXPIRES**

Kathleen Kastrinelis, Chair	2018
James Scanlon, Vice Chair	2019
Ruth Rivard, Secretary	2019
Ashalond Daniel	2019
Theresa Dunn	2017
Jonathan Perkins	2018
Joseph D'Amore	2017
Andrew Wildes	2018
Vacancy	2017

## **Town Meeting Details, Monday April 24<sup>th</sup>, 2017**

By: Cassandra Murphy (Town Meeting Elected Temporary Town Clerk)

### Special Town Meeting Minutes:

7:09 pm – In the absence of Anne Brodie, Town Clerk, the Board of Selectmen, at a legally posted meeting, appointed Cassandra Murphy as temporary Town Clerk for the night of Town Meeting.

Once Town Meeting was formally opened by William Darke, Moderator, he presented Ms. Murphy as a candidate for election by Town Meeting. Town Meeting presented no objections and the Moderator accepted one vote from Bill Dunn, Chairman of the Board of Selectmen. Town Meeting unanimously ratified the vote and approved Ms. Murphy as Temporary Town Clerk for the Special and Annual Town Meeting on April 24<sup>th</sup>, 2017.

Upon Approval, Moderator Darke administered the Oath of Office and Ms. Murphy answered affirmatively.

Opened at 7:12 pm (Greetings read)

Article 1 - 2/3 vote required, unanimous

Article 2 - unanimous

Article 3 - unanimous

Article 4 - unanimous

Article 5 - discussion, majority vote passes

Special Town Meeting Dissolved at 7:22 pm

### Annual Town Meeting Minutes:

Opened at 7:30 pm

Article 1 - unanimous

Article 2 - discussion, unanimous

Article 3 - unanimous

Article 4 - unanimous

Article 5 - several holds on line items from audience, including multiple department wages, town planner and legal expense.

-discussion, unanimous

Article 6 - amount voted was: \$1,036,557.98 (Finance Board recommends)

-discussion, unanimous

Article 7 - amount voted was: \$576,444.30 (Finance Board recommends)

-discussion, unanimous

Article 8 - unanimous

Article 9 - unanimous

Article 10 - unanimous

Article 11 - 2/3 vote required, unanimous

Article 12 - 2/3 vote required, unanimous

Article 13 - unanimous

Article 14 - unanimous

Article 15 - unanimous

Article 16 - unanimous

Article 17 - unanimous

Article 18 - 2/3 vote required, discussion, count taken (107 yes and 5 no), passed by 2/3 majority

Article 19 - discussion, majority vote passed

Article 20 - unanimous

Article 21 - 2/3 vote required, unanimous

Article 22 - unanimous

Article 23 - discussion, unanimous

Article 24 - unanimous

Article 25 - unanimous

Article 26 - unanimous

Article 27 - unanimous

Article 28 - unanimous

Article 29 - unanimous

Article 30 - discussion, majority vote passed

Article 31 - unanimous

Article 32 - unanimous

Article 33 - unanimous

Article 34 - majority vote passed

Article 35 - Amendment: change Historic Commission to Historic Society and remove Groveland Firefighter's Association, amendment failed. Second Amendment: change Historic Commission to Historic Society, passed

-discussion, majority

Article 36 - unanimous

Article 37 - unanimous

Article 38 - unanimous

Article 39 - 2/3 vote required, unanimous

Article 40 - 2/3 vote required

-count taken (87 yes and 4 no), passed by 2/3 majority

Article 41 - unanimous, Annual Town Meeting dissolved at 9:41 pm



**TOWN, STATE AND  
PRESIDENTIAL  
ELECTION  
RESULTS**

<b><u>2017 Town Election</u></b>	<b><u>Voters</u></b>	387	440	827
<b><u>Monday May 1st, 2017</u></b>				
		<b><u>Precinct 1</u></b>	<b><u>Precinct 2</u></b>	<b><u>Total</u></b>
<b>Assessor</b>				
	N. Dana Moody	284	328	612
	Blanks	101	111	212
<b>Board of Health 3 yrs</b>				
	Joan Searl	285	337	622
	Blanks	102	102	204
<b>Board of Health 2 yrs</b>				
	Elaine M. Wozny	268	318	586
	Blanks	119	121	240
<b>Board of Health 1 yr</b>				
	Deborah Kadar-Hull	263	310	573
	Blanks	122	130	252
<b>Cemetery Commission 3 yrs</b>				
	Michael Kastrinelis	296	346	642
	Blanks	88	93	181
<b>Housing Authority 4 yrs</b>				
	Elaine M. Davey	270	209	579
	Blanks	116	130	246
<b>Housing Authority 2 yrs</b>				
	Elizabeth A. Gorski	251	291	542
	Blanks	127	143	270
<b>Library Trustee</b>				
	Charles J. Herman	251	277	528
	Laurel B. Puchalski	263	303	566
	Jamie L. Koulouras	266	295	561
	Blanks	380	445	825
<b>Light Commissioner</b>				
	Sean A. LaBelle	281	316	597
	Blanks	106	124	230
<b>Moderator 1 yr</b>				
	William H. Darke	295	348	643
	Blanks	90	90	180

<b>Planning Board</b>				
	Lisa A. Chandler	268	320	588
	Blanks			
<b>School Committee 3 yrs</b>				
	Emily M. Dwyer	287	324	611
	Blanks	99	115	214
<b>School Committee 2 yrs</b>				
	Richard C. Hodges	194	220	414
	Parker D. Moody	139	142	281
	Blanks	53	78	131
<b>Selectman 3 yrs</b>				
	William F. Dunn	197	226	423
	Daniel J. MacDonald	127	145	272
	Andrew G. Cox	194	181	375
	Lisa Dube-Carpenter	208	252	460
	Blanks	60	63	123
<b>Tree Warden</b>				
Write in	Mark Parenteau	3	7	10
	Blanks	356	417	773
<b>Water/Sewer Commission 3 yrs</b>				
	Blanks	362	428	790
<b>Water/Sewer Commission 2 yrs</b>				
	John Gray	252	279	531
	Blanks	133	160	293
<b>Question 1</b>				
	Yes	110	139	249
	No	237	228	465
	Blanks	40	73	113
Question 1: This question is non-binding: Would you support a medical marijuana cultivation facility, to be located in an industrial zone, in the Town of Groveland?				

<b>2016 Presidential Primary</b>	<b>Voters</b>	1237	1195	2432	
		<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>	
<b>Presidential Democrat</b>					
	Blanks	4	3	7	
	Bernie Sanders	360	355	715	
	Martin O'Malley	4	3	7	
	Hillary Clinton	229	230	459	
	Roque de la Fuente	0	0	0	
	No Preference	2	3	5	
	Write in:				
	Donald J. Trump	6	2	8	
	Marco Rubio	1	0	1	
<b>State Committee Man Democrat</b>					
	Blanks	499	491	990	
	Write in:	107	105		
	Thomas E. Lawnsby	9	0	9	36 Stepford St
<b>State Committee Woman Democrat</b>					Hamilton MA
	Blanks	212	218	430	
	Write in:	0	2	2	
	Kathleen A. Pasquina	394	376	770	
<b>Group Race Democrat</b>					
	Blanks	365	376	741	
	Group 1	241	220	461	
<b>Town Committee Race Democrat</b>					
	Blanks	3412	3516	6928	
	Doreen L. Blades	314	292	606	
	Gordon L. Blaquiere	280	267	547	
	David J. Kowalski	295	269	564	
	Kathleen Meltsakos	323	290	613	
	Joseph J. Rampulla	277	262	539	
	David L. Jervah	268	244	512	
	Inge M. Buerger	287	264	551	
	Peter D. Tocci	292	272	564	
	Barbara H. Kowalski	312	281	593	
	Write in:	0	3	3	
<b>Presidential Republican</b>					
	Blanks	1	0	1	
	Jim Gilmore	1	3	4	
	Donald J. Trump	361	316	677	
	Ted Cruz	77	57	134	
	George Pataki	0	2	2	
	Ben Carson	17	17	34	
	Mike Huckabee	1	0	1	
	Rand Paul	0	2	2	
	Carly Fiorina	1	1	2	
	Rick Santorum	0	0	0	
	Chris Christie	0	0	0	

		<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>	
	Marco Rubio	78	80	158	
	Jeb Bush	5	5	10	
	John R. Kasich	85	106	191	
	No Preference	1	1	2	
	Write in:			0	
	Bernie Sanders	2	1	3	
	Mitt Romney	1	1	2	
	Michael Bloomberg	0	1	1	
<b>State Committee Man Republican</b>					
	Blanks	94	107	201	
	Lucas J. Noble	130	118	248	
	Lawrence Brennan	404	367	771	
	Write in:	3	1	4	
<b>State Committee Woman Republican</b>					
	Blanks	90	108	198	
	Angela Q. Hudak	405	368	773	
	Janet A. Vincze	135	115	250	
	Write in:	1	2	3	
<b>Town Committee Republican</b>					
	Blanks	22071	20745	42816	
	Write in:	14	10	24	
<b>Presidential Green Party</b>					
	Blanks	0	0	0	
	Sedinam Curry	0	0	0	
	Jill Stein	0	1	1	
	William P. Kreml	0	0	0	
	Kent Mesplay	0	0	0	
	Darryl Cherney	0	0	0	
	No Preference	0	1	1	
	Write in:	0	1	1	
<b>State Committee Man Green Party</b>					
	Blanks	0	3	3	
	Write in:	0	0	0	
<b>State Committee Woman Green Party</b>					
	Blanks	0	3	3	
	Write in:	0	0	0	
<b>Town Committee Green Party</b>					
	Blanks	0	30	30	
	Write in:	0	0	0	
<b>Presidential Independent Party</b>					
	Blanks	0	0	0	
	No Preference	0	0	0	
	Write in:	0	3	3	

		<u>Precinct 1</u>	<u>Precinct 2</u>	<u>Total</u>	
<b>State Committee Man Independent Party</b>					
	Blanks	0	3	3	
	Write in:	0	0	0	
<b>State Committee Woman Independent Party</b>					
	Blanks	0	3	3	
	Write in:	0	0	0	
<b>Town Committee Independent Party</b>					
	Blanks	0	30	30	
	Write in:	0	0	0	

## STATE ELECTION NOVEMBER 8, 2016

Submitted by: Anne Brodie, Town Clerk

## President/Vice President

Clinton&Kaine	913	Clinton&Kaine	909
Johnson&Weld	86	Johnson&Weld	104
Stein&Baraka	27	Stein&Baraka	25
Trump&Pence	968	Trump&Pence	966

## Representative in Congress

Seth Moulton	1467	Seth Moulton	1397
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## Councillor

Eileen Duff	789	Eileen Duff	727
Richard Baker	1099	Richard Baker	1147

## Senator in General Court

Bruce Tarr	1496	Bruce Tarr	1511
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## Representative in General Court

Leonard Mirra	1508	Leonard Mirra	1522
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## Sheriff

Kevin Coppinger	709	Kevin Coppinger	666
A.M. Maning-Martin	772	A.M. Manning-Martin	835
Mark Archer	224	Mark Archer	201
Kevin Leach	137	Kevin Leach	124

## Question 1

Yes	908	932
No	1084	1071

## Question 2

Yes	727	784
No	1299	1238

## Question 3

Yes	1594	1584
No	430	439

## Question 4

Yes	1051	1038
No	976	995

**TOWN  
DEPARTMENT  
REPORTS**





**ASSESSORS OFFICE  
TOWN OF GROVELAND**

183 Main Street

Groveland, MA 01834

Tel: (978)556-7218

Fax: (978) 469-5000

**REPORT OF THE BOARD OF ASSESSORS FISCAL 2017**

The Assessor's primary responsibility is to find the "full and fair cash value" of all properties in the Town. The Assessors use a mass appraisal technique, along with data collection, new sales and building permits to establish annually assessed values. The assessment date is January 1, 2016 for fiscal year 2017. The town's fiscal year is July 1, 2016 to June 30, 2017. Property values are based on calendar year 2015 sales.

The importance of the assessor's office is reflected by the Town's dependence on property taxes and the new growth component of the tax levy. The Town's dependence on property taxes shows the need for administrating Massachusetts property tax law effectively and equitably to produce accurate and fair values of all taxable properties. The Board would like to thank those citizens who have cooperated with our cyclical and permit inspections. Cyclical inspections are required for each home once every nine years and building permits are inspected every year for the prior year's permits.

Below is a table of the Fiscal year 2017-parcel counts, valuations and taxes for the main property classes in Town. This table shows, for the first time, the Town has passed a total value of one billion:

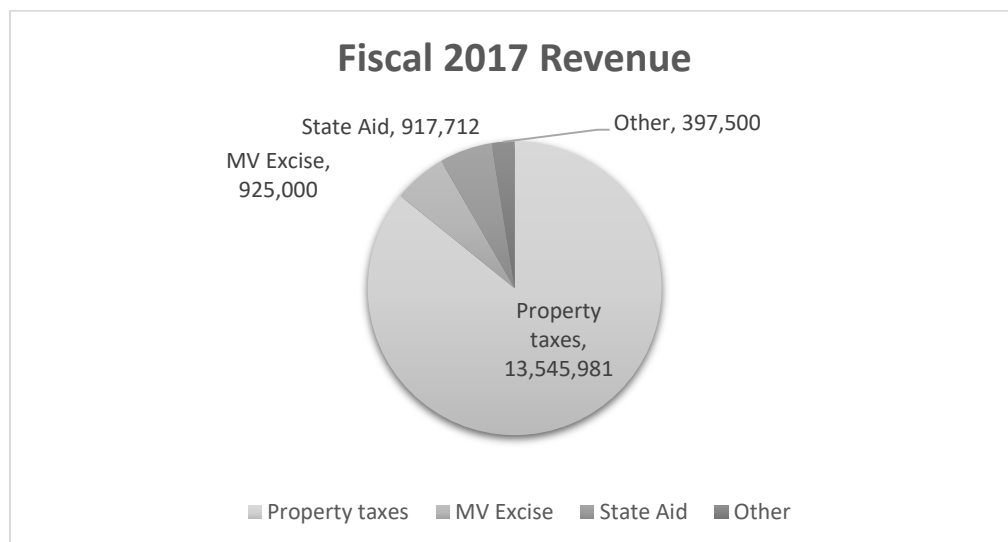
Tax Classification	Parcel Count	Assessed Value by Class	Tax Rate	Tax by Class	% of Total Value
Residential	2361	\$ 851,897,525	\$14.68	\$12,505,856	92.32%
Open Space	0	0		0	0%
Commercial	89	\$ 24,623,054	\$14.68	\$ 361,466	2.67%
Industrial	38	\$ 22,106,100	\$14.68	\$ 324,517	2.40%
Pers Property	134	\$ 24,124,090	\$14.68	\$ 354,142	2.61%
Exempt	123	\$ 80,706,700		0	0%
<b>TOTAL</b>	2745	\$1,003,457,469		\$13,545,981	100.00%

As always, the Board feels it is important for all taxpayer to remember that the Board of Assessors does not raise or lower your taxes, the tax bills are determined by the amounts appropriated at the annual town meeting. The assessors determine your share of the amount voted by calculating your property's value. Real estate values are compiled from actual sales that have occurred in town, so the buyers and sellers are, in effect, setting the future values for properties within the town.

The following chart shows the average single-family tax bill for the past five fiscal years.

Fiscal Year	Tax Rate	Avg. Single Family Value	Avg. Tax Bill
2017	\$14.68	\$387,400	\$5,687
2016	\$15.09	\$361,000	\$5,455
2015	\$14.61	\$352,900	\$5,160
2014	\$15.06	\$329,500	\$4,960
2013	\$14.98	\$331,800	\$4,805

The assessor's office generates 90% of the revenue for the Town, as it is responsible for property taxes and motor vehicle excise bills. The following is a breakdown of where the money the town uses for its budgeting comes from:



The assessor's office is open to the public for abutter's lists, property record cards, mapping, and abatements and exemptions for both real estate and motor vehicle excise bills. The assessors' database can be accessed on the town website along with downloadable forms and maps.

Respectfully Submitted,

N. Dana Moody, Chairman  
Gerald Hill  
William Darke  
Debra Webster, MAA, Office Manager

## **2017 ANNUAL REPORT**

### **HEALTH DEPARTMENT**

BOARD OF HEALTH: Elaine Wozny, Chairman

Joan Searl, RN, Member

Deborah Kadar-Hull, RN, Member

HEALTH AGENT: Deborah Ketchen

PUBLIC HEALTH NURSE: Anita Wright, RN

ADMINISTRATIVE ASSISTANT/TRASH CONTRACT ADMINISTRATOR: Lori Bentsen

#### **PROVIDING A SAFE AND HEALTHY ENVIRONMENT**

As the town's population grows, we are confronted with more complex challenges to ensure the health of all residents. The Board of Health addressed a wide range of issues in 2017. Through our attentive efforts, the residents of Groveland benefited from lower communicable disease rates, safer food sources, increased safety at recreational facilities, reduced accessibility to tobacco products to minors and a comprehensive influenza vaccination program. In addition, the Northeast Massachusetts Mosquito Control Program continues to provide Groveland with adequate mosquito spraying at appropriate intervals. The construction and operation of septic systems continues to be a major emphasis of the Board of Health.

The Groveland Board of Health has responsibilities in three (3) main areas:

1. Community Sanitation;
2. Public Health Protection;
3. Environmental Health Protection

In the area of community sanitation, the Trash Contract Administrator oversees weekly trash and recycle collection. Trash and recycle are collected Monday through Friday and the administrator handles daily phone calls and residents coming into the office regarding missed pick-ups, trash bag limits, items allowed to be placed in the trash and recycle, hazardous waste, recycle bins and stickers, bulk items and cost, disposal of paint, electronics, appliances, tires, construction debris and yard waste.

The Public Health Nurse works closely with the Massachusetts Department of Public Health to monitor reported communicable diseases. The Public Health Nurse provides state mandated and community services including, but not limited to;

- Communicable disease surveillance, investigation, case management, MAVN/CDC data entry and outreach.
- Enforcement of quarantine/isolation practices.
- Vaccine management, distribution and administration.
- Special outbreak strategies as they arise.
- Mutual aid to surrounding communities.
- Refugee, immigrant health assessment.

- TB management and testing as indicated.
- Resource to school nurses; public, private, charter.
- Providing pneumonia and flu clinics yearly.
- Home visits to homebound, disabled and assisting residents with homecare/outpatient issues.
- Monthly health maintenance clinics.
- In home care, skilled nursing provision urgent basis.
- Collaborate with LEMS, MEMA, FEMA initiatives.
- Support Board of Health initiatives and public health education.
- Follow trends in insect borne activity, water and food service reports and state wide cancer registry.
- In 2017 the public health nurse held 12 health clinics and 4 flu/pneumonia clinics.

The Health Agent's major responsibility is to witness percolation/soil tests and conduct septic system inspections during the process of installation to ensure systems are compliant with Massachusetts Title 5 Regulations. Other job responsibilities include, but are not limited to;

- Conduct routine inspections of camps, public swimming pools, food establishments, school, church kitchens, mobile food facilities, catering establishments, to ensure sanitary and safe conditions.
- Perform environmental inspections as required by statute or as needed e.g., school food service and school bathrooms, indoor air quality and hazardous waste.
- Approve plans for new establishments and authorize the issue of licenses for the establishments listed above.
- Enforce tobacco and smoke-free establishment regulations.
- Investigate nuisance complaints and conduct follow-up inspections to ensure compliance with state and local regulations.
- Conduct investigations in response to resident complaints regarding minimum standards for safe and sanitary housing such as lead paint determination, trash, rodents, etc.
- Witness water well flow rate to ensure compliance with well regulations and examine laboratory water test results to ensure potable water.
- Review and approve preliminary septic system plans and as-built plans and issue certificate of compliance.
- Attend Board of Health meetings to advise/update the Board on issues.
- Participate in Homeland Security, Emergency Preparedness for Region 3A, participate in training programs and maintain current in planning and various certifications.
- In 2017, the health agent inspected 22 food establishments, 4 retail food stores and 2 catering facilities. The health agent witnessed and inspected 20 septic system installations and 5 well installations.

The Board of Health's administrative assistant handles the daily functions of the office. These responsibilities include, but are not limited to;

- Answer or direct all incoming phone calls.
- Assist residents, septic system installers, engineers, attorneys, bank appraisers, Title 5 inspectors, private well installers, food establishment owners, realtors who come into the office with questions, complaints, issues regarding trash and recycle, process of installing a new septic system, Title 5 and related paperwork, septic system and private well design plans, Title 5 inspections and reports, Title 5 as-built septic system plans and certificate of compliance, percolation/soil testing, food establishment inspections and licensing and related paperwork.
- Receive and deposit checks to the finance department for town permit and license fees for septic system installers, septic system and well construction, percolation/soil testing, food establishments, retail stores, tobacco, swimming pools.
- All accounts payable to the finance department including the town trash and recycle collection monthly invoices.
- Annual departmental budget which includes health department expenses, employee salaries, Board of Health member stipends and the town trash and recycle contract.
- New fiscal year payroll calculations for three (3) employees submitted to the finance department.
- Purchase office supplies for the office and staff and recycle bins and recycle stickers for the residents.
- Prepare meeting agenda and correspondence for monthly board meetings for three (3) board members and transcribe meeting minutes for board approval.
- Type all correspondence for the board, health agent, public health nurse which includes letters, memorandums, reports, town licenses.

The Groveland Board of Health and its staff will continue to work hard to provide the best health services to the residents of Groveland.

## **FY2017 – Office of Inspectional Services**

The Office of Inspectional Services issues permits and performs inspections for: Building, Gas, Plumbing, Electric, Sheet Metal, Trenches, AAB Compliance, Street Openings and Zoning. These permits and inspections are designed to ensure public health, safety and accessibility in the built environment.

From July 1<sup>st</sup> 2016 to June 30<sup>th</sup> 2017, permits issued had a combined construction value of \$7,221,183.00 excluding plumbing, gas and electrical permits.

### **Expenses**

Salaries and Wages	\$66,036.96
Department Expenses	\$6,112.05
Total Department Expenses	\$72,149.46

**Please note: a new fee schedule will be effective as of 1/1/2018**

Our Inspectors Are:

Sam Joslin – Building Commissioner/Zoning Enforcement Officer	(978)-556-7209
Gerry Viens – Plumbing and Gas Inspector	(978)-372-1575
Albert Seavey – Electrical Inspector	(978)-372-9721

### **Current Building Codes (partial list)**

1. 2009 International Building Code with MA front end amendments.
2. 2009 International Residential Code with MA front end amendments.
3. 2015 International Energy Conservation Code.
4. 2009 International Existing Building Code.
5. MA Fuel Gas Code.
6. MA Plumbing Code.
7. MA Electrical Code / 2014 National Electrical Code.
8. 2009 International Mechanical Code.

**The 9<sup>th</sup> edition of 780 CMR the Massachusetts State Building Code will be in full effect 1/1/2018. Please visit <http://www.mass.gov/eopss/agencies/dps/> for information.**



## Groveland Council On Aging

Town Hall  
183 Main Street  
Groveland MA 01834

Phone: (978)-372-1101 Fax: (978)-469-5008 E-Mail: LStanton@GrovelandMA.Com

### COA Annual Report FY2017

#### Mission Statement

Our mission is to advocate for older adults, to identify their needs, to develop and implement services, to meet their health, economic, social and cultural needs, to encourage independence, and to improve their quality of life.

#### Summary

This year, our “Senior Center Initiative” was kicked off to investigate increased space options for our mushrooming over-60 population. A large lot located between River Pines Housing and the Public Safety was transferred to the COA for use to build a new senior center (while the COA seeks grant and funding opportunities). During the summer of 2016, a group (COA board members, *Friends* members and COA staff) toured modest, recently built senior centers in communities with populations under 10,000. An assessment was made of the pros and cons of each site. A Building Committee was appointed and a presentation was made on December 12, 2016 before the BOS summarizing our new senior center tour findings. In March 2017, Anita Wright and John Osborne to the Board of Selectmen outlining our needs. Soon after, a Warrant Article was presented at Annual Town Meeting seeking funding for a design study.

The design study funding was approved and architectural firms would soon be sought to flesh out the Committee’s vision.

#### Statistics and Service

##### **FY2017 Programs, Services and Activities Provided Through the COA**

*(with the Support of Elder Services of the Merrimack Valley and the EOEA)*

**Seniors Served:** Your COA currently provides programs/services/events to 2,114 Groveland residents (169 are 80-85 and 211 are 86 or better)! We also served 130 non seniors (general information and family assistance).

**Outreach Provided:** Our Outreach position is partially funded (8 hrs/wk) by the state Formula Grant. Phone reassurance, Elder Mental Health Outreach (EMHOT) in conjunction with the Amesbury COA, friendly visitors, elder legal advice, fuel assistance, veterans’ services, SNAP (Supplemental Nutrition), MassHealth application help, USDA food program, yard and home maintenance assistance was utilized by 134 folks.

**Meals on Wheels:** 3,269 meals were delivered to home-bound elders.

**Newsletter:** Grant funded by the EOEA, letter is sent to ~1,430 households 10 times each year.

**Transportation:** With our MVRTA Lease van (for \$1/year), we provide transportation to doctors, hospitals, rehab., and shops. We also have local volunteers who drive for the NEET program (Northern Essex Elder Transport) provided 1,283 rides to 70 residents. FREE transportation through MVRTA’s Ring & Ride Program continues for all adult residents 18+.

**Financial Assistance:** Community Action, Citizens Energy Heat Program, Rebuilding Together, MV Legal Assistance, Prescription Advantage Program, and Medicare assistance reached 226 elders. Property tax work-off program and intergenerational activities were also provided.

**Health/Wellness/Exercise:** Board of Health blood pressure clinics, podiatrist clinics and senior flu clinics (now provided by Rite Aid) reached 176 clients. Classes include Brains & Balance, Senior Fitness, Walking Club at PRHS, and Yoga.

**Elder Services of the Merrimack Valley:** Groveland clients received access to SHINE (Serving the Health Info Needs of Everyone on Medicare) – 102 residents served, the Brown Bag program, Crisis Intervention Unit, Money Mgmt., Home Care Program (homemaker, companion, personal care, chores, social day care, adult day health, Life Line) and Title III (meals) programs.

**On Going Activities:** AARP tax assistance (42 returns filed), financial/retirement planning, health insurance / social security programs, trips to museums, travel and tours, exhibits, movies and concerts, Men's Breakfasts, Ladies Tea, monthly birthday celebrations, art classes, weekly game day, and summer cookouts (enjoyed by 211 citizens).

**Annual Events:** Volunteer Appreciation Brunch (supported by the *Friends of the COA*), COA Senior Day (supported by local businesses, Groveland Police Assoc. and local Cultural Council Grant), NEET Volunteer Drivers' Luncheon, and Harvest Dinner provided by the Groveland Police Assoc.

**Volunteers:** Our dedicated volunteers logged 1,677 hours of service.

**Community Support** (in addition to services above): The *Friends of the Groveland COA*, Board of Selectmen, the Chicken Connection, Atty. Elaine Dalton, Groveland Congregational Church Mission Committee, Groveland Police Dept., Langley-Adams Library, Merrimack Valley Philharmonic Orchestra, "Mr. Fix-It," residents of Nichols Village, Ocasio's Martial Arts, Penacook Place, Pentucket Regional High School, art Instructors Marcia Nadeau and Frank Sadowski, and our generous neighbors!

Respectfully Submitted,

Lynne Stanton *Director*

**Board of COA:** Ron Mertens - *Chairperson*, Frank Sadowski - *Vice Chairperson*,  
Steve Williamson (partial year) and Dorothy DiChiara - *Treasurers*,  
Laurel Puchalski - *Secretary* and Carl Much

**Staff:** Nisha Burke - *Program / Transportation Coordinator*, Vanessa Kahrman (partial year)  
and Katherine Shaw - *Outreach*, Walter Losee and Hugh Mitchell - *Van Drivers*



Groveland Conservation Commission  
FY-2017 Annual Report

The Groveland Conservation Commission adopted a new mission statement starting this fiscal year. It better describes our role in town government and will drive our annual projects and goals going forward.

The mission of the Groveland Conservation Commission is to protect wetlands and natural resources in the town of Groveland through regulations, management, education, and acquisition. We will:

- Implement the goals of the Massachusetts Wetlands Protection Act (MGL Chapter 131, Section 40) and the Groveland Wetland Protection Bylaw and Regulations (Groveland General Bylaws Sec 8-19) fairly and consistently,
- Regulate activities deemed by the Conservation Commission as likely to have a significant or cumulative effect upon the values of these resource areas, namely, but not limited to, public or private water supply protection; groundwater protection; flood control; erosion and sedimentation control; storm damage prevention; water pollution control; fisheries, shellfish, wildlife and plant species and habitat protection; agriculture; aesthetics; recreation and aquaculture,
- Manage all Town conservation lands in order to protect and sustain these natural ecosystems for current and future generations to use and enjoy,
- Be an environmental and educational resource for local citizens, groups, organizations, as well as local, State and Federal agencies,
- Further the values of a healthy and attractive community by protecting and conserving open space properties in Town through grants, acquisitions, conservation restrictions and land trusts.

The Commission held public hearings and meetings on the second Wednesdays of each month. In addition were available Monday evenings at town hall for sign-offs and questions. When fully staffed, the Commission has seven full members all of whom are appointed volunteers. The Commissioners in 2017 were Chair Mike Dempsey, Tom Schaeffer, Terry Grim, Fred O'Connor, Heather Meninger, John Gebauer and Bill Formosi.

In October we hired a Conservation Agent to run our office 12 hours per week. The position is entirely funded using fees collected from permit applicants. The agent, Rosemary Decie will staff the office Mondays from 2 pm to 8 pm and Thursday from 10 am to 4 pm. She will receive applications and guide applicants through the process, write up permits, perform site visits and monitor our conservation lands and reservations. This position is key to the Commission fulfilling its mission and will assure better service to town residents and taxpayers. The office is also staffed by Administrator, Julie Hauss, who is a part-time consultant and will continue to schedule meetings, take minutes and publish them.

In FY 2017, the Commission held public hearings on several Notices of Intent, Requests for Determination of Applicability, Abbreviated Notice of Resource Determination as well as requests to amend or extend existing Orders. The Commission also inspected and acted on Requests for Certificates of Compliance. The Commission investigated various complaints and calls regarding resource area concerns and issued Enforcement Orders on violations. The Commission advises other Town boards and officials, as well as private individuals and groups, on issues that relate to its areas of jurisdiction. The Commission issued comment letters to the Planning Board and places high priority on providing input during regular Site Review meetings held by the Building Inspector.

In FY 2017 we also began to convert our paper files to an electronic format. All new applications, permits, and documentation will now be scanned and stored in a program called Laser Fiche. The program stores electronic

copies as pdf formatted files and allows for full text search capability. We will no longer have to search through paper files to find a decision or documentation on a permit. Our goal is to scan all paper files from past decisions eventually. Town Hall also has installed a large format scanner and printer enabling us to scan large plans into the program. These systems will help us be more efficient while saving space.

With the Conservation Commission's authority under the Conservation Commission Act of 1957 we planned for natural resource protection and managed our properties for conservation and passive recreation. In FY 2017, the Conservation Commission worked on the following land protection and land management projects:

The Commission completed the work with the Mass Executive Office of Environmental Affairs to receive a \$200,000 grant under the Federal Land and Water Conservation Fund program. The grant reimbursed the Community Preservation fund for the purchase of the 48-acre Mattingly property completed in 2014.

The Commission continued to work with Mass EEA, Town Counsel and Essex County Greenbelt Association (ECGA) to complete a required Conservation Restriction on the Mattingly and Angelini parcels. The CR will be held by ECGA.

The Commission continues to manage Veasey Memorial Park, a Conservation property purchased in 1996. Going into our twenty-second year we work with our volunteer management agents to provide a conservation park with trails, forest and fields while using the main building as an event and meeting facility. A new high efficiency heating system was installed this year replacing the original system that was over 50 years old. The Commission was able to use Community Preservation funds to repair old windows and a door in an historic portion of the main building at Veasey Park along with a generous large donation from a local resident.

The Commission continues to work on preserving the Lower Center Street area that borders Haverhill and Boxford. We applied for assistance funds with the help of Senator Tarr and Representative Mirra's help to improve the area. We applied for and received funding for two CPA projects to remove weeds from Johnson's Pond and develop a management plan for Johnson's Pond and Creek.

Additional trail work was completed at the Town Forest and Center St Greenway as part of the Bagnall School Fourth Grade Class annual trail projects. We also continue to work closely with the Groveland Open Space and Trails Committee to manage trails at Veasey Park, Meadow Pond, Town Forest and Center Street Greenway. The Commission also worked on various projects involving beaver issues, trail construction and maintenance and signage; and other conservation land management concerns.

The Conservation Commission is represented on the Community Preservation Committee and the Groveland Open Space and Trails Committee.

Respectfully Submitted,  
Michael Dempsey, Chair  
Groveland Conservation Department  
June 30, 2017



# TOWN OF GROVELAND FIRE DEPARTMENT

181 Main Street  
Groveland, MA  
01834

## Annual Report FY2017

The Groveland Fire Department is strictly a call Fire Department. We have no full-time staff and rely on a work force that isn't always available. As the community grows, the request for services continues to increase. The fire department responded to a total 694 calls during the fiscal year. The following view is a summary of those calls from 7/1/13 through 6/30/17.

4 Year Trend	FY2014	FY 2015	FY2016	FY2017
Fire	n/a	35	31	40
Rescue & EMS	267	305	354	394
Hazardous Conditions	n/a	18	28	42
Service Call	n/a	52	47	84
Good Intent Call	n/a	39	45	33
False Alarm & False Call	n/a	77	74	94
Severe Weather & Natural Disaster	n/a			4
Totals	<b>492</b>	<b>526</b>	<b>579</b>	<b>691</b>

The total number of calls continues to grow. In FY2014 we responded to a total of 492 calls and last year the total number of responses was 694, this represents a 41% increase in four years. As reported in previous reports, the software that we installed in 2013 has provided us with the ability to better record and analyze this increase.

### **Financial Performance**

Operating within budget requires careful planning and a prioritization of needs and fire service requirements. The maintenance, testing and certification is ongoing and must be performed to satisfy all safety standards and requirements. The ability to stay within the budget and respond to an increased call volume was accomplished through a 20% reduction in staff and a redesigned compensation plan. The Fire Department budget has increased by 2% each of the last four years and our call volume has increase by 40% over that same period.

### **Training**

Our training plan continues to evolve. Since our decision to adopt a new training standard in 2015, we have improved significantly. In March, we witnessed another 6 firefighters graduate from the Mass Fire Academy as Firefighter I/II. This certification is a Pro Board certification and is nationally recognized. Currently 26 of our 32 firefighters are certified at the Firefighter I/II level, and all but three meet the

department standard. In addition to our improved ability on the fire ground, we have experienced an increase in the number of EMT's to 12 with another 12 in various stages of becoming certified. Our EMT's all meet the requirements for the National Registry of Emergency Medical Technicians. These certifications require a considerable time commitment and these members are to be commended for their effort to improve. In FY2017, the department completed a total of 2,882 hours in training.

### **Personnel**

Effective July 1<sup>st</sup>, we experienced a significant shift in our staff composition. We had 6 firefighters that were not reappointed and 1 that chose to retire. In July we appointed 3 female firefighters bringing our total to 5 or close to 16% of our staff. Our current team of 32 firefighters (budgeted for 40) are well trained and highly motivated. These firefighters are members of one fire department that operates out of two stations to deliver emergency services to the Town of Groveland.

### **Emergency Medical Services**

The EMS operations for the department have experienced numerous changes over the past year. We received approval from the Massachusetts Department of Public Health for our Emergency Zone Plan submitted in 2016. This document defines how EMS is delivered in Groveland and is in place to monitor performance and the deployment of resources. We are currently working with the State to become a licensed ambulance service that will expand our ability to operate as EMT's in the field. While we won't be the transporting agency, this does represent an improved level of care to our residents.

### **HeartSafe Community**

The Groveland Fire Department has adopted a comprehensive program under the guidelines of the "HEARTSAFE Community" program to increase the overall community response to incidents of sudden cardiac arrest (SCA) in Groveland. This program has included a survey of public buildings and private businesses to locate publicly placed AED's and an AED/ CPR awareness campaign targeting businesses that are considered "high risk" for SCA. This program has also included review and revisions to Fire Department dispatch protocols and QA/QI. We have cultivated a small group of American Heart Association CPR/AED instructors to teach and certify the public in CPR/AED use, and intend on making education the core of our program.

### **Fire Prevention**

The Fire Prevention division is headed up by Lt. Credit and currently has 4 credentialed fire prevention officers. Fire prevention reviews plans for new construction and renovations for fire alarm and protection systems as required by the state building code. They inspect structures for code compliance prior to occupancy permits being issued. All fire prevention work is conducted as required by MGL and the CMR 527-1. They permit and inspect all aspects of fire related installations along with fuel storage and dispensing operations. They work closely home owners and real estate professionals and perform inspections as required by MGL upon sale and transfer of residential structures. In addition to all required code work, this group also conducts fire drills and education sessions at the Bagnall School.

The Fire Prevention division has developed an excellent working relationship with the building inspector as we work together to resolve issues that went undetected in the past. The Fire Prevention division performed 192 Inspections in FY 2017.

In addition to all of the fire prevention work being performed, we also have two Child Safety Seat Technicians that assist the public in proper seat installations. This work is done by certified technicians and appointments and can be scheduled through our website.

## **ISO Rating**

Groveland participated in the Insurance Service Organization (ISO) survey in 2014. The ISO measures a department's ability to perform fire suppression based on its' equipment, staffing, training and pre-incident planning. The actual rating is then used by insurance companies to calculate insurance rates. Our current rating is a 4 and all of our initiatives are designed to improve our rating to a 3 resulting in lower insurance premiums in Groveland. A full copy of this report can be found on [grovelandfd.com](http://grovelandfd.com).

## **Apparatus Update**

The department finalized the plans to create a smaller and faster fleet of vehicles. The plans to reduce the number of trucks over the next several years will benefit the community in the long term. As reported in the past, this plan will reduce capital needs and operational costs. The Ladder Truck was delivered in April and is now in service. The current issue facing the fire department is the aging fleet of fire apparatus. Our two oldest trucks, Engine 2 (2001) and Engine 3 (1991) continue to require repairs that are consistent with their age. Last year the BOS approved a transfer to cover the shortfall of \$14,730. This trend will continue until the two trucks are replaced by one newer truck in 2021. Squad 1 which is our everyday EMS vehicle is in desperate need of replacement, this is scheduled for FY2018.

## **Summary**

The Fire Department continues to provide an proficient fire and EMS solution to the Town of Groveland. We have effectively navigated through 4 years of change making us a better fire department today than we were before. We've improved services, implemented new programs and found countless efficiencies to keep us running. We have managed the dramatic increased demand for services with virtually the same budget. The fire department is at a turning point, the growth that is being driven by new home starts and business development is outpacing our ability to provide services within the current budget. This will need to change in the near future.

I would like to thank the Board of Selectmen for their continued support and Chief Gillen for the new working relationship that the two departments have.

Additional information can be found on our website at [grovelandfd.com](http://grovelandfd.com)

Respectfully submitted,

Robert B. Lay

Fire Chief

# **Langley-Adams Library**

## **Acting Library Director's Report**

### **Library Statistics:**

By the end of Fiscal Year 2017, Langley-Adams Library had 4,770 registered borrowers. 4,630 of these registered borrowers live in Groveland. Only 142 borrowers do not live in Groveland.

The library holds a total of 37,130 materials, both physical and electronic.

Langley-Adams Library loaned 21 items and borrowed 141 items through the Commonwealth Catalog, which reaches the majority of Massachusetts outside of the Merrimack Valley Library Consortium.

Our materials were checked out and renewed a total of 45,716 times in Fiscal Year 2017. This number includes items that were borrowed at Langley-Adams Library and our items that were borrowed through interlibrary loan, both through the Merrimack Valley Library Consortium and the Commonwealth Catalog. Being certified in Fiscal Year 2017 allowed us to participate in reciprocal borrowing with several other libraries in the Merrimack Valley and the rest of Massachusetts.

### **Library Programs:**

During Fiscal Year 2017, Langley-Adams Library held several programs for adults, teens, and children.

Funding for programs came from Library Trust Funds, State Aid, and our allocated Programs budget.

Both Summer Reading 2016 and 2017 programs allowed children to read at least seven hours and win prizes, both from the Library and through the Topsfield Fair's Read and Win Program. 2017's Summer Reading theme was "Build a Better World." Children's programs focused on various forms of kindness. The teen summer program allowed young adults to win prizes upon reading over the summer and entering a corresponding raffle. Several children and adults attended both our Summer Reading Kick-Off and End of Summer Reading Party in 2017.

The Library has hosted as many two or three engaging adult programs per month over the past two years thanks to our spirited Adult Services and Outreach Coordinator. The Library has also made a strong effort to host both educational and entertaining children's and family friendly programs. We have collaborated with other departments in the Town of Groveland to bring excellent programming to our patrons and the rest of the community.

**Comments:**

Langley-Adams Library is fully staffed with several intelligent and capable individuals. We have had a great staff turnover over the past few years, but by the end of Fiscal Year 2017, we had multiple staff members that have become familiar with Langley-Adams Library and the Town of Groveland. This familiarity allows us to cater to all of the individuals of Groveland and their various interests. Our goal for Fiscal Year 2018 is to continue to provide dynamic programming that keeps the community's interest and to continue to provide positive service to everyone who uses our library in any capacity.

Thank you to the Library staff, volunteers, the Board of Library Trustees, Town Offices, and community members for all of their support during Fiscal Year 2017. We hope to continue on the path to success in Fiscal Year 2018 and beyond!

Respectfully submitted,

Darcy Lepore, Acting Library Director

**Report of the Library Board of Trustees for the Langley Adams Library  
Submitted by Lee Thomas, Chair of the Board**

Due to the efforts of Library Director Jan Voogd, the Langley Adams Library, has reestablished its certification with the state. The library is again connected with the 30+ members of the Merrimack Valley Library Consortium. The library has seven employees full and part time, and is open six days a week. It presents a variety of programs for children, adults and seniors. As a result of an Eagle Scout project the library now has a reading garden attached. Plans are moving ahead for attending to our historical archives and reinstating the annual book sale. The board encourages members of the community to consider bringing back and being a part of a friends of the library group.



Tel. (978) 521-1212  
Fax (978) 374-7676

# Groveland Police Department

**JEFFREY T. GILLEN**  
*Chief of Police*

181 MAIN STREET  
Groveland, MA 01834



[jgillen@grovelandpolice.com](mailto:jgillen@grovelandpolice.com)

The Groveland Police Department employs professional and well-trained individuals that are committed to protecting and serving the community. Guided by our mission statement we strive:

To provide a permanent, dependable resource to the community for assisting individuals in need of help or services.

To prevent and suppress criminal activity through improved identification, apprehension and prosecution of offenders and by elimination or reduction of opportunities to commit crime.

To assist the community in improving its ability to protect itself through environmental, civic, and educational priorities.

To aid the community and governmental agencies in the planning and managing of ongoing community service functions.

To support the community in planning and managing special events and community activities.

To monitor community needs and provide recommendations for actions and services.

In FY 2017, the police department logged 14,471 calls for service with the total log entries at 18,215. There were 4,044 commercial business and residence checks logged. There were 337 alarm responses. Reported larcenies/burglaries totaled 49. The department responded to 401 medical calls and 78 motor vehicle crashes. Total alarm responses were 337, identity theft/credit card calls were 43 and assist citizen/other agencies totaled 4,392. There were 339 animal calls for service.

Officers had 2,768 motor vehicle stops with 2,100 operators given verbal warnings, 76 written warnings, 479 civil citations issued, 93 criminal complaints issued and 20 were arrests made.

The charges for individuals arrested are broken down as follows: license/registration offenses 190, operating under the influence 26, drug/liquor offenses 10, warrant arrest 18, larceny/B&E 233 (high total due to defendants charged with multiple MV B&Es), trespass/threats/firearms/weapons charges 14, and harassment/domestic assaults 37.

In the last couple of years, the town experienced unwelcomed individuals coming into town to break into motor vehicles. Two out of the three most recent incidents had the cases closed with those responsible identified after an investigation and charged appropriately. The previous year we also had two incidents of multiple car breaks which resulted in one individual arrested after a



lengthy search. With the aid of social media, we were able to notify and educate the residents to be sure not to leave valuables in their vehicle and to lock their vehicle. All the vehicles entered were unlocked. This, for now, has helped address the problem. Otherwise, Groveland continues to be one of the safest communities in the commonwealth. The officers and dispatchers continue to work very hard to protect and serve and they are all true professionals.

The police department continues to be very much involved in community policing initiatives including, but not limited to, the Bagnall School 6<sup>th</sup> grade Cedardale Outing, the Senior Citizen's Harvest Dinner, Vehicle Night and the Pumpkin Fest. Our initiatives also include Stuff A Cruiser Food Drive, Toy Drives, National Drug Take Back program, Veteran's Day and Memorial Day observances and other events throughout the year to help those in need. In addition, we have identified a safe zone in the police department parking lot to conduct on-online transactions. We also dedicate time to talk to groups on specific topics, conduct tours, and participate in the ride-along program for students. We most recently reinstated the child car seat safety checks with our own certified officer. Additionally, Detective Joshua Sindoni recently certified as a DARE Officer and we are working on a DARE curriculum for the Bagnall School, something that has not been in place since 2006.

Many dedicated employees serve The Town of Groveland. I would like to thank them all along with the Board of Selectmen and the many wonderful volunteers on the various town committees. It would not be possible for the police department to be so effective if it were not for everyone's support. Lastly, I would like to give a heartfelt thank you to all the residents of Groveland for their continued support.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeffrey T. Gillen".

Jeffrey T. Gillen  
Chief of Police



**Town of Groveland**  
**Water and Sewer Department**  
**183 Main Street**  
**Groveland, MA 01834**  
**(978) 556-7200 x 220 Fax (978) 373-6147**

## **2016 Annual Town Report for the Water and Sewer Department**

To the Citizens of the Town of Groveland

The **Water Department** was started in 1965 after buying water from Haverhill for many years. All of our water supply is derived from gravel packed wells. These wells are primarily located near the Merrimack River. We supply 1,925 service connections to approximately 6,355 people through 36.5 miles of main. The system is split into two service zones, Low and High. In the low zone static pressure is achieved by a 2 Million gallon Storage Tank located off King St. The High zone is serviced by a 1000 gpm Booster Station located on Main St and a new 800 thousand gallon storage Tank located off Wood Street.

On an average day, the Department pumps about 400 thousand gallons from our three active wells. Water is treated with Sodium Hydroxide for corrosion control, fluoride for dental health and chlorine for preventive disinfection of the distribution system.

There has been some national discussion about fluoride being added to public drinking water. To date no changes have been made. The EPA and DPH are looking into adjusting the target dose and MCL. If you have any questions please call the office.

The **Sewer Department** was started in 1977 to collect the Town's sewerage and pump it to the Haverhill Waste Water Treatment Plant for treatment. The Department operates and maintains six small lift stations and one main sewer pump station. The Collection System is comprised of 20 miles of gravity sewers and 2 miles of pressure force main.

*Both Departments are municipally owned by the Town of Groveland and are operated as enterprise funds. Enterprise funds are used as a separate accounting practice for tracking revenue and expenses associated with a specific service provided to the citizens. This means that the Water and Sewer Department operates with the revenue from the water and sewer rate payers and not the tax revenue from the Town.*

## Water Department

The 2016 Water Quality Report (CCR) will be mailed out in June 2017, this report contains testing results and information relevant to the Town's public water. It is also available at the Water Department Office located in Town Hall and the Town's web site. The Town of Groveland continues to provide high quality drinking water to its customers. The Capital Improvement Plan for the Water Department is currently being used as a reference to prioritize the needs of the Water Department. The updated CIP is accompanied by a rate study report. This study explains the costs (adjusted rates) needed to improve the water system. The Department worked with our Engineering Consultant to Design and Advertise, the water main upgrade project for Lower Gardner St. and Main St. This is a major upgrade to this area replacing a mile of 80 year old water main. The Department worked with a hired contractor to replace over 2000' of water main on Governors Rd. Expected completion of this work is spring of 2017.

There were 15 new water service connections activated this year, the Town is seeing a small but steady increase in new homes to the area.

In the year 2016 the department pumped a total of 142.8 million gallons of water, which is 4.5% less than the previous year. This decrease is attributed to the Pentucket High School, installing a new irrigation system that used water from the Merrimack River. Massachusetts experienced drought conditions at historical levels and the Department instituted a water ban the first in over 15 years. This event is a reminder of how important water conservation is and how weather events can alter our daily lives. If you have any question about water conservation or how the Department can assist in helping you conserve water please contact our office. On the maximum peak day June 13<sup>th</sup>, we pumped 957 thousand gallons of water. The daily average was 0.403 million gallons of water. Our current withdrawal permit with MADEP is set at 0.390 million gallons a day. Our ten year running average is 0.380 MGD.

<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
8.951	8.506	9.691	10.198	12.631	17.640

<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
17.116	15.130	12.851	10.868	9.062	9.372

In millions of gallons

Unaccounted for water was 4.5%, the goal as set by the DEP is 10%. "Unaccounted water" is the difference between the water billed to consumers (metered consumption) and the amount of water that entered the system (metered supply). It includes domestic and non-domestic water meters under-registration, unauthorized hydrant openings, piping leakage, and illegal connections. Water that is lost is not used, and is therefore wasted. It not only represents a loss to the water supplier who receives no compensation for the distribution of this water, but also a loss to the consumer, who is missing out on the opportunity to consume this water. Mass DEP has set a standard (not to exceed) Residential Gallons per Capita of 65 gallons per day, Groveland has registered 50 RGPCD for 2016, within standard.

During the annual hydrant flushing program we flushed 300 hydrants throughout the town for a total of 4.5 million gallons of water. Hydrant flushing enhances water quality by flushing sediment from the mainline pipes, verifies proper operation of hydrants and valves, thereby enhancing firefighting capability. The Department is reviewing our flushing program with a consultant to work in efficiency where possible. The goal is to maximize labor efforts and increase the water quality. We continue to work with MVPC to improve on the Town's GIS system. Having up to date and accurate records that are easily shared is a great tool.

### **Sewer Department**

The total wastewater pumped to the City of Haverhill wastewater treatment plant was 65.481 million gallons for the year. This is down roughly 13 million gallons from last year. Maximum daily flow was .494 million gallons and the average flow was .178 million gallons. This decrease in pumping is attributed the mild winter, equals low ground water levels and the drought conditions.

8 new customer were connected to the Town's sewer system this year bringing the total customers to 929.

The Sewer Department has completed an II Program, (Infiltration/Inflow Study). This study evaluates the sewer collection system for piping failure and cross connections to the drainage system. This is similar to **"Unaccounted Water"** that we monitor in the water system. Any extra flow into the sewer system increases the total volume pump to The Haverhill Waste Water Treatment Plant. This extra flow is a direct increase in cost to the Department and its customers. The Department is set to negotiate a new treatment contract with the City of Haverhill. The current contract expires in July of 2017, any increase in costs at the Haverhill Waste Water Treatment Plant is a direct increase to the sewer rates.

The Department polled customers in the Ashcroft, Pandora, Pike, Center, Harvard and Yale Streets area to extend sewer service. Betterments came in around \$24k and the majority voted against the project. The cost to extend sewers to South Groveland must be offset by a combination of business and Town funds in order to make it feasible to the average resident. Other options would be to look at the remaining areas that want sewer and include them in bigger project that should spread costs evenly. This discussion has many views and is ultimately in the hands of the Town's people. The Department is here to help facilitate in any way possible.

The extension of the Main Interceptor to South Groveland is a Key Upgrade and will not only provide sewer service to residential areas, but more importantly the Industrial areas Located in the Town's Aquifer.

Respectfully submitted,

James M. Sheehan, Chair

Richard Danforth

Robert Baldini

Thomas D Cusick Jr., Superintendent

Pat Rogers, Office Manager

*"And it never failed that during the dry years the people forgot about the rich years, and during the wet years they lost all memory of the dry years. It was always that way." ~ John Steinbeck*

Town of Groveland  
Zoning Board of Appeals

Annual Town Report Fiscal Year 2017

The Groveland Zoning Board of Appeals is a five member (volunteer) appointed board charged with hearing appeals from decisions of the building inspector and planning board, pursuant to M.G.L. c. 40A s 8, and with hearing special permit and variance applications in accordance with the Groveland Zoning Bylaws.

In Fiscal Year 2017, the Zoning Board of Appeals comprised the following members:

Name	Title (Term)
Thomas Wakefield	Chair, resigned April 5, 2017
Katherine (Kacy) Bailey	Chair (June 30, 2019)
Kathleen Franson	Member (June 30, 2019)
Danial J. MacDonald	Member (June 30, 2018)
Jason Normand	Member (June 20, 2020)
Vacant	Member (June 30, 2018)
Vacant	Alternate Member
Vacant	Alternate Member

The Zoning Board of Appeals heard 13 applications and appeals. The subject matter of these applications/appeals was as follows:

<u>Special Permit/Accessory In-Law Apartments</u>	<u>3</u>
<u>Special Permit/Use</u>	<u>4</u>
<u>Special Permit/Finding of Fact</u>	<u>4</u>
<u>Variance</u>	<u>2</u>
<u>Appeals from Decision of Building Inspector (not included in total number)</u>	<u>2</u>

### **Administrative Changes**

In FY 2015 the Board reduced the filing fee for variance and special permit applications so that the fee better matched the cost of processing applications. The Board has continued to analyze the cost of processing applications to ensure the filing fees are as low as possible but still cover administrative costs. After discovering that the filing fees were insufficient to cover average costs, in April 2017, the Board increased the filing fee for variances and special permits by \$50, to \$400. The Board continues to monitor fees versus expenses.

### **Zoning Bylaws**

The members of the Zoning Board of Appeals were also significantly involved in assisting the Planning Board to refine a proposed re-codification and amendment to the Groveland Zoning Bylaws. Members Kathy Franson and Kacy Bailey met regularly with members of the Planning Board and the Building Inspector/Zoning Enforcement Officer to redraft and refine several proposed provisions, with the intent of streamlining and clarifying the documents. The revised Zoning Bylaws were adopted at the April 2017 Town Meeting. Ms. Franson and Ms. Bailey have continued working with this group to propose additional changes for April 2018 Town Meeting, which are intended to further update, clarify, and simplify the Zoning Bylaws.

**SCHOOL  
DEPARTMENT  
REPORTS**

**District Administrative Offices**  
**22 Main Street**  
**West Newbury, MA 01985**  
**Telephone (978) 363-2280**  
**Fax (978) 363-1165**

Dr. Jeffrey J. Mulqueen  
Superintendent of Schools

Greg Labrecque  
Business Manager

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The Groveland Annual Report of the School Department activities for FY17 has been developed by the Principals of the Dr. Elmer S. Bagnall School, Pentucket Regional Middle School and Pentucket Regional High School on behalf of the Superintendent of Schools and the Pentucket Regional School Committee.

Lisa O'Connor, Chairwoman  
Andy Murphy, Vice Chairman  
Jack Willett, Assistant Treasurer  
Brian Page, Secretary  
Joanna Blanchard  
Wayne Adams  
Christine Reading  
Doug Gelina  
Dena Trotta



**Pentucket Regional High School  
Annual Report Fiscal Year 2016-17**

The 2016-2017 school year was productive at Pentucket Regional High School. Student enrollment was 739 and comprised of 157 from West Newbury, 270 from Groveland, 276 from Merrimac, and 36 school choice students.

Below is a summary of activities that took place in the areas of curriculum, instruction, assessment and other areas of interest.

Teachers continued to develop their course curriculum and worked to incorporate District Determined Measures of progress in the areas of Technical Academic Knowledge, Personal Meaning and Adaptive leadership skills in all of their classes. These elements come together into high powered units of instruction where students are expected to apply what they have learned.

Pentucket's Innovation Academies in Safety/Public Service, Movement Science/Athletics, Arts Academy, Music Conservatory, STEM and Business Finance and Entrepreneurship saw more students than ever engage with classes and activities related to career and post high school study options. Students who accumulated at least 25 credits were recognized at Graduation. This year 11 students in the Music Conservatory, 14 students in the Safety and Public Service Academy, 14 students in the STEM Academy, 17 students in the Arts Academy and 26 students in the Movement Science Athletics Academy received special recognition.

Pentucket High School students continue to excel on state assessments with 98% of students scoring Advanced or Proficient in MCAS ELA, 87% of students scoring Advanced or Proficient in Biology and 88% of students scoring Advanced and Proficient in Math.

Expanded programming throughout the year resulted in learning opportunities at unique times including a series of Saturday workshops at Mass Art in Boston, Summer Semester classes where approximately 200 students were enrolled in Visual Art, Social Studies, English and Public Safety courses. The Movement Science and Athletics Academy has partnered with Merrimack College to allow students to earn college credits when they successfully complete Anatomy and Physiology I & II through concurrent enrollment.

Once again numerous students received awards for their sportsmanship, talent and hard work through musical and artistic competitions as well as athletics.

The school district continued to progress through the MSBA building project process. After completing the Eligibility Phase of the process the district was invited into the Feasibility Study phase. During this phase a Building Committee was formed. The building committee made much progress during this past year as they participated in the process to recommend and hire an Owner's Project Manager and a Designer. There are many more important steps ahead during the 2017-18 year.

Respectfully submitted,

Jonathan P. Seymour

## **Pentucket Regional Middle School Annual Report Fiscal Year 2016-2017**

### **Demographic Information**

The Pentucket Regional Middle School is located in the town of West Newbury, Massachusetts, and serves the students in grades 7 (207 students) and 8 (215 students) from West Newbury (108), Merrimac (128), and Groveland (162). The Middle School is located on the regional secondary campus and is the first regional experience students have outside their home community.

### **School Highlights from 2016-2017**

- Early High School credit classes offered in ELA, Mathematics, Science and Innovation Schools
- Academic Schedule designed around student choice and elective courses
- Students benefit from music ensembles built into the school day
- Professional Walkthroughs continue to guide instructional design
- Grade 8 holds entire grade level completion ceremony to celebrate as one group on the new track infield
- PRMS using Twitter and Instagram to communicate school information - @PentucketMS

Below is a summary of activities at PRMS that took place in the areas of curriculum, instruction, assessment, and community service.

### **Curriculum**

- Teachers use Pentucket Curriculum of technical knowledge, adaptive leadership skills, and personal meaning to accelerated student learning
- Middle school teachers participate in phase 1 of the Pentucket Curriculum Renewal process.
- Accelerated Science, ELA, and Algebra offered to grade 8 students as elective classes for early high school credit
- Schedule designed with student elective and choice of courses as the priority
- All professional staff implement District Determined Measures (DDMs).
- Enriching extracurricular activities support student choice and ideas

### **Instruction**

- Innovation School expansion includes the middle school with 6 academies scheduled for 2015-2016 school year
- High School Department Chairs meet with middle school departments to align a curriculum for a grade 7-12 system of instruction
- Business Seminar, Sports Medicine I and Healthy Athlete offered as Innovation School pathway courses
- Orchestra offered as a 7-12 large ensemble for the first time

### **Assessment**

- Professional staff implement District Determined Measures (DDMs) using PRSD model of essential question, skills, and outcomes.

- Elective math assessment provided for all grade 6 and grade 7 students to help families with accelerated math elective decision.
- PRMS administered MCAS 2.0 state assessments for ELA and Math as a computer based test (CBT) for the first time. Science Technology and Engineering MCAS was administered to grade 8 as a paper based test.

**Community Service**

- Organized food and clothing drives for local community organizations
- Organized blanket and cleaning supplies drive for local animal shelters
- Supported after school seasonal activities at district elementary schools
- Organized toy drive for Holiday season
- Organized supply drive for U.S. soldiers serving overseas

Respectfully submitted,

Kenneth Kelley

**Dr. Elmer S. Bagnall School**  
**Annual Report Fiscal Year 2016-17**

**Demographic Information**

The Bagnall School is located in the town of Groveland , Massachusetts, and serves the students from Pre-Kindergarten to Grade 6. The enrollment is 514 children. The enrollment for the 2015-2016 school year was 535 students.

**School Highlights**

· Bagnall School has recently been reauthorized to continue as a Design and Engineering Academy. A school in which science, technology, engineering, the arts and math (STEAM) are fully integrated into the daily curriculum. The school is now offering a variety of technical and arts applications for students with increased instrumental offerings, courses in coding/robotics, and a new coordinator for the STEAM school.

**Curriculum**

Through work with Chesterton partnership, engineers and other professionals from Chesterton came to our school and worked on a specific grade level project.

- o Kindergarten students worked on the 5 Senses.
- o First Grade students created commercials.
- o Second Grade students marketed a product.
- o Third Grade students looked at marketing products.
- o Fourth Grade students learned about generating electricity.
- o Fifth Grade students studied area, volume and buoyancy.
- o Sixth Grade students studied simple machines.

At Bagnall our students are involved in project based learning that put them in the role of experts as they learn how to solve complex problems.

**Instruction**

- At Bagnall we are continuing with our enhanced STEAM curriculum that focuses on the Engineering and Design Process and Scientific Method.
- We continue to show an increased focus on increasing students' adaptive leadership, personal meaning, and technical knowledge skills.
- Additional resources have helped expand the delivery of the Massachusetts Frameworks in Math.

**Assessment**

- o Students in grades 3-8 began using the new series of Massachusetts state tests, MCAS 2.0
- o 5th Grade Students continue to take the MCAS test for Science and Engineering.

**Community Collaboration**

The Bagnall School is generously supported with funding that supports innovation by the PTO, Bagnall Education Foundation and the Pentucket Education Foundation.

Respectfully submitted,  
Emily Puteri, Principal

## **Groveland Graduates**

Aulson, Connor T.  
Bacher, Andrew I.  
Boyan, Joseph J.  
Castonguay, Ashley R.  
Castonguay, Jessica E.  
Clark, Andrew J.  
Cleary, Jame W.  
Cochran, Derek A.  
Davis, Natalie R.  
Davis, Simon C.  
Depaolo, Andrew R.  
Depaolo, Eric A.  
Eleftheriou, Kaitlin N.  
Fabri, Lindsay E.  
Fijux, Nautalice M.  
Gardner, Benjamin T.  
Garfi, Matthew W.  
Gavin, Kieran D.  
Harriman, Katherine M.  
Hauss, Melissa A.  
Inger, Elizabeth M.  
Johanson, Steven D.  
Kelly, Regan  
Kershaw, Sara J.  
Kowalick, Kimberly M.  
Kuznicki, Jessica A.  
Labrecque, Michael J.  
Lamattina, Noelle N.  
MacMullen, Dana M.  
Madden, Grace E.  
McNeil, Emma K.  
Mulcahy, Cameron B.  
Muollo, Christopher A.  
Newell, Ashlyn M.  
Noyes, Steven B.  
O'Brien, Dakotah D.  
O'Hearn, Meaghan R.  
Orlando, Antonio M.  
Orlando, Giovanni N.  
Patel, Feni N.  
Perlitch, Aimee E.  
Petersen, Benjamin A.  
Piotrowski, Nicholas J.  
Porter, Robert C.

Procurot, Lindsey E.  
Rice, Emma S.  
Riter, Ashley J.  
Santos, Deanna M.  
Santos, Julia M.  
Sawyer, Emily A.  
Senfleben, Kiley N.  
Smith, Cecilia R.  
Soter, Melanie R.  
Sousa, Dristian B.  
Stockwell, Allison M.  
Streeter, Justin J.  
Tocci, Julia L.  
Trip, Rachel J.  
Tripp, Sarah K.  
Vienneau, Patrick K.  
Walsh, Taylor C.  
Weaver, Duncan R.  
Webster, Sophie C.  
White, Alana M.  
Wilson, Alex A.  
Wright, Julia A.  
Wyner, Julia C.  
Wyner, Leah A.



NEW ENGLAND  
ASSOCIATION  
OF SCHOOLS  
AND COLLEGES  
ACCREDITED MEMBER

Whittier Regional Vocational Technical High School  
115 Amesbury Line Road, Haverhill, MA 01830

# APPROVED BUDGET

## 2016 – 2017

(4/13/2016)

Maureen A. Lynch  
Superintendent

## SCHOOL COMMITTEE

**Charles LaBella, Chairperson**  
Amesbury

Russ Bardsley  
Ipswich

Brett Murphy  
Vice Chairperson  
Newburyport

Paul M. Tucker  
Merrimac

Douglas Gelina  
Groveland

David E. Irving  
Secretary  
Rowley

Johanna True  
Newbury

C. Anthony LeSage  
Amesbury

Jo-Ann Testaverde, Ed.D  
Georgetown

Chris Wile  
West Newbury

Richard P. Early, Jr.  
Haverhill

Scott Wood  
Haverhill

F. Nelson Burns  
Newburyport

Alana Gilbert  
Salisbury

**“EQUAL EDUCATIONAL OPPORTUNITY”**

**Whittier Tech:**  
*Working on your future*



# Whittier Regional Vocational Technical High School

115 Amesbury Line Road  
Haverhill, MA 01830-1898  
978-373-4101  
Fax: 978-372-5331  
[www.whittiertech.org](http://www.whittiertech.org)

Charles LaBella  
Chairperson  
School Committee

Maureen A. Lynch  
Superintendent

April 14, 2016

Dear Whittier Community Officials:

The booklet contains the 2016-2017 approved budget for the Whittier Regional Vocational Technical High School. At a public hearing on April 13, 2016, the District School Committee approved a total budget of \$ 22,733,414.

Whittier's total budgetary requests were \$ 23,567,002. The Administration and School Committee made reductions totaling \$ 833,588 and the School Committee voted to utilize School Choice funds in the amount of \$ 369,399 to arrive at the \$ 22,733,414 fiscal 2017 budget figure. The estimated receipts and recommended expenditures for School Choice are listed on page 23 of this booklet.

The approved FY17 budget of \$ 22,733,414 is an increase of \$1,047,717 or 4.83% over the FY16 budget of \$ 21,685,697. In addition to the approved FY17 budget, the District Committee has approved a capital assessment for FY17 for the replacement of the Athletic Field Bleachers. The total amount assessed to the 11 communities is \$ 13,654,391, which is an increase of \$ 454,175 or 3.44% greater than FY16. It is important to note that the dollar value of the FY17 state minimum required assessment to member communities was 5.64% higher than FY16. The recommended overall 3.44% assessment was achieved through a combination of a 6.75% increase in Chapter 70 funds combined with fiscally responsible budgeting practices.

We respectfully request that you will encourage your community to support this budget and your corresponding assessment. We would like to thank you in advance for your support and cooperation.

If you have any questions on this information, please contact Maureen A. Lynch, Superintendent, or Kara M. Kosmes, Business Manager.

Sincerely,

Charles LaBella  
Chairperson, School Committee

Maureen A. Lynch  
Superintendent



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**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED BUDGET ACCOUNT TOTALS FY16 - FY17**

<b><u>FUNCT</u></b>	<b><u>FUNCTION TITLE</u></b>	<b><u>FY16 BUDGET</u></b>	<b><u>FY 17 RECOMMENDED</u></b>	<b><u>Change</u></b>
<b>1000</b>	<b>District Leadership</b>			
1100	School Committee	56,924	61,924	5,000
1200	Superintendent's Office	368,077	373,186	5,109
		<u>425,001</u>	<u>435,110</u>	<u>860,111</u>
<b>1400</b>	<b>Finance &amp; Administration</b>	598,179	615,083	16,904
<b>2000</b>	<b>Instruction</b>			
2100	Academic Leadership	485,508	495,132	9,624
2200	School Building Leadership	754,345	766,305	11,960
2300	Instruction Teaching Services	9,111,817	9,502,565	390,748
2400	Instructional Materials	1,257,203	1,245,925	-11,278
2700	Guidance	480,370	551,846	71,476
2800	Psychological Services	139,516	145,108	5,592
		<u>12,228,759</u>	<u>12,706,881</u>	<u>478,122</u>
<b>3000</b>	<b>Student Services</b>			
3100	Attendance	44,596	45,488	892
3200	Health Services	176,362	179,966	3,604
3310	Operation of School Busses	1,216,974	1,285,632	68,658
3510	Athletics	362,493	406,793	44,300
3520	Student Body	79,000	79,000	0
3600	School Security	341,396	376,456	35,060
		<u>2,220,821</u>	<u>2,373,335</u>	<u>152,514</u>
<b>4000</b>	<b>Operations &amp; Maintenance</b>			
4110	Custodial Service	284,816	307,601	22,785
4120	Heating of Building	110,000	110,000	0
4130	Utility Services	670,500	708,900	38,400
4210	Maintenance of Grounds	35,000	40,000	5,000
4220	Maintenance of Building	651,144	635,640	-15,504
4230	Maintenance of Equipment	46,000	48,500	2,500
		<u>1,797,460</u>	<u>1,850,641</u>	<u>53,181</u>
<b>5000</b>	<b>Fixed Charges</b>	4,244,517	4,584,529	340,012
<b>6000</b>	<b>Community Services</b>	12,000	12,000	0
<b>7000</b>	<b>Replacement of Equipment</b>	92,210	89,085	-3,125
<b>8000</b>	<b>Long Term Debt</b>	0	0	0
<b>9000</b>	<b>Tuitions</b>	66,750	66,750	0
<b>Total Operational Budget</b>		<u><b>21,685,697</b></u>	<u><b>22,733,414</b></u>	<u><b>1,047,717</b></u>
	<b>Capital Outlay</b>	<b>405,000</b>	<b>795,000</b>	<b>390,000</b>
<b>TOTAL GROSS BUDGET</b>		<u><b>22,090,697</b></u>	<u><b>23,528,414</b></u>	<u><b>1,437,717</b></u>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY15</u></b>	<b><u>ADJUSTED BUDGET - FY16</u></b>	<b><u>RECOMMENDED BUDGET - FY17</u></b>
<b>1000</b>	<b>DISTRICT LEADERSHIP</b>			
1100	School Committee			
1110.5	Supplies & Materials General Supply Items	11,695	1,100	1,100
1110.6	Other Expenses			
	Travel	4,569	3,500	3,500
	Memberships & Subscriptions	10,939	11,824	11,824
	Meeting Expenses	4,494	3,000	4,500
	Auditing Expenses	26,410	29,500	29,500
	Public Relations	11,472	8,000	11,500
	<b>TOTALS 1106</b>	<b>57,884</b>	<b>55,824</b>	<b>60,824</b>
	<b>TOTALS 1100</b>	<b>69,579</b>	<b>56,924</b>	<b>61,924</b>
1200	Superintendent's Office			
1210.1	Salaries, Professional Superintendent	245,653	190,700	171,000
1210.2	Salaries, Clerical Administrative Assistant	77,197	76,412	77,925
1210.4	Maintenance of Equipment	0	1,000	0
1210.5	Supplies & Materials			
	Postage & Office Supplies	23,982	25,715	25,715
	Printing & Reproduction	13,435	28,465	28,465
	<b>TOTALS 1210.5</b>	<b>37,417</b>	<b>54,180</b>	<b>54,180</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>ADJUSTED BUDGET - FY16</u>	<u>RECOMMENDED BUDGET - FY17</u>
1210.6	Other Expenses			
	Travel & Conferences	9,936	15,700	15,700
	Memberships & Subscriptions	11,170	13,626	13,626
	Advisory Boards	14,911	7,000	9,500
	NEASC & Accreditation	4,275	9,459	31,255
	TOTALS 1210.6	40,292	45,785	70,081
	<b>TOTALS - 1200</b>	<b>400,559</b>	<b>368,077</b>	<b>373,186</b>
	<b>TOTALS - 1000</b>	<b>470,138</b>	<b>425,001</b>	<b>435,110</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**RECOMMENDED FY 2017**  
**BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY15</u></b>	<b><u>ADJUSTED BUDGET - FY16</u></b>	<b><u>RECOMMENDED BUDGET - FY17</u></b>
<b>1400</b>	<b>FINANCE &amp; ADMINISTRATION</b>			
1410	Business & Finance			
1410.1	Salaries, Professional			
	Business Manager	136,555	133,824	136,500
	Comptroller	57,222	59,160	60,343
	TOTALS 1410.1	193,777	192,984	196,843
1410.2	Salaries, Clerical			
	Accounts Payable Clerk	46,125	47,048	47,989
	Payroll Clerk (80%)	36,068	40,800	41,616
	Business Office Clerks	53,794	43,911	44,789
	Treasurer	15,000	15,000	15,606
	TOTALS 1410.2	150,987	146,759	150,000
	<b>TOTAL 1410</b>	<b>344,764</b>	<b>339,743</b>	<b>346,843</b>
1420	Human Resource & Benefits			
1420.2	Salaries, Clerical			
	Personnel Clerk	50,903	51,911	50,000
	Payroll Clerk (20%)	8,506	10,200	10,404
	TOTALS 1420.2	59,409	62,111	60,404
1420.4	Advertising	0	0	7,500
	<b>TOTALS 1420</b>	<b>59,409</b>	<b>62,111</b>	<b>67,904</b>
1430	Legal Services			
1430.4	Contracted Services			
	School Attorney	43,171	10,000	10,000
	Negotiator	0	10,000	10,000
	TOTALS 1430.4	43,171	20,000	20,000
	<b>TOTALS 1430</b>	<b>43,171</b>	<b>20,000</b>	<b>20,000</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>ADJUSTED BUDGET - FY16</u>	<u>RECOMMENDED BUDGET - FY17</u>
1450	Information Technology			
1450.1	Salaries, Professional Technology Director	100,000	102,000	104,040
1450.3	Salaries, Other Repair Tech. & Students	79,087	74,325	76,296
	<b>TOTALS 1450</b>	<b>179,087</b>	<b>176,325</b>	<b>180,336</b>
	<b>TOTALS 1400</b>	<b>626,431</b>	<b>598,179</b>	<b>615,083</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY15</u></b>	<b><u>ADJUSTED BUDGET - FY16</u></b>	<b><u>RECOMMENDED BUDGET - FY17</u></b>
<b>2000</b>	<b>INSTRUCTION</b>			
2100	Academic Leadership			
2100.1	Salaries, Professional			
	Director of Pupil Personnel	133,533	132,418	135,041
	Curriculum Coordinator	125,528	128,274	130,819
	Vocational Coordinator	126,028	128,524	131,069
	<b>TOTALS 2100.1</b>	<b>385,089</b>	<b>389,216</b>	<b>396,929</b>
2100.2	Salaries, Clerical			
	Secretary to Special Ed	52,618	53,655	54,713
	Secretary Voc. & Curr Coord.	41,801	42,637	43,490
	<b>TOTALS 2100.2</b>	<b>94,419</b>	<b>96,292</b>	<b>98,203</b>
2120.1	Salaries, Professional			
	Cluster Chairs	70,663	67,853	70,197
	<b>TOTALS 2100</b>	<b>550,171</b>	<b>553,361</b>	<b>565,329</b>
2200	School Building Leadership			
2210.1	Salaries, Professional			
	Principal	139,378	136,606	136,855
	Asst. Principals	234,835	241,159	243,512
	Coordinator of Data & Assessment	125,778	128,274	130,819
	In House Suspension	58,807	59,963	61,142
	<b>TOTALS 2210.1</b>	<b>558,798</b>	<b>566,002</b>	<b>572,328</b>
2210.2	Salaries, Clerical			
	Secretary to Principal	51,000	52,010	53,040
	Secretary to Asst. Principals	41,801	42,637	43,490
	<b>TOTALS 2210.2</b>	<b>92,801</b>	<b>94,647</b>	<b>96,530</b>
2210.4	Contracted Services			
	Answering Service & Maintenance	5,500	6,500	6,500

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**RECOMMENDED FY 2017**

**BUDGET BY LINE ITEM**

<u><b>FUNCTION/CODE</b></u>	<u><b>CATEGORY/DESCRIPTION</b></u>	<u><b>EXPENDED FY15</b></u>	<u><b>ADJUSTED BUDGET - FY16</b></u>	<u><b>RECOMMENDED BUDGET - FY17</b></u>
2210.5	Supplies & Materials	13,136	16,000	16,000
2210.6	Other Expenses			
	Travel & Memberships	1,260	4,000	4,000
	School Council	200	750	750
	<b>TOTALS 2210.6</b>	<b>1,460</b>	<b>4,750</b>	<b>4,750</b>
	<b>TOTALS 2200</b>	<b>671,695</b>	<b>687,899</b>	<b>696,108</b>



**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY15</u></b>	<b><u>ADJUSTED BUDGET - FY16</u></b>	<b><u>RECOMMENDED BUDGET - FY17</u></b>
2300	Instruction Teaching Services			
2305.1	Salaries, Professional			
	Instructional	7,507,344	7,865,587	8,167,565
	Instructional, Special Needs	792,184	828,212	854,570
	TOTALS 2305.1	8,299,528	8,693,799	9,022,135
2325.3	Salaries, Substitutes	90,289	103,750	100,000
2330.3	Salaries, Teacher Aides			
	Teacher Aides	28,397	33,610	86,300
	Teacher Aides, Special Needs	57,794	67,722	69,668
	TOTALS 2330.3	86,191	101,332	155,968
2340.1	Salaries, Professional			
	Instructional Media Specialist	89,327	88,140	93,712
2351.6	Professional Development Expense	97,894	110,000	110,000
2355.3	Professional Development Subs	12,820	10,000	10,000
	<b>TOTALS 2300</b>	<b>8,676,049</b>	<b>9,107,021</b>	<b>9,491,815</b>
2400	Instructional Materials & Equipment			
2410.4	Contracted Services			
	Repair & Maint of A/V Equipment	0	1,000	1,000
2410.5	Supplies & Materials			
	Textbooks	13,257	17,954	17,457
2415.5	Library Books	7,004	10,100	10,100
2415.6	Library/AV Memberships	3,150	3,510	3,510
2420.5	Instructional Equipment	55,815	41,450	30,703

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY15</u></b>	<b><u>ADJUSTED BUDGET - FY16</u></b>	<b><u>RECOMMENDED BUDGET - FY17</u></b>
2430.4	Contracted Services Shop Requests	49,129	92,369	94,279
2340.5	Supplies & Materials			
	General Instructional	290,344	318,546	321,612
	Computer Supplies	36,986	40,000	50,000
	General Classroom	12,244	9,000	9,750
	Program Expansion	0	5,000	5,000
	<b>TOTALS 2430.5</b>	<b>339,574</b>	<b>372,546</b>	<b>386,362</b>
2430.6	Other Expenses	17,359	16,376	23,710
2451	Classroom Technology			
2451.4	Contracted Services Software/Hardware Maint	70,793	83,818	115,353
2451.5	Supplies & Materials Computer Equipment	494,343	618,080	563,451
	<b>TOTALS 2400</b>	<b>1,050,424</b>	<b>1,257,203</b>	<b>1,245,925</b>
2700	Guidance			
2710.1	Salaries, Professional			
	Guidance Director	77,633	76,441	77,970
	Guidance Counselors	302,104	341,324	337,981
	School Adjustment Counselor	0	0	65,000
	Summer Coverage	10,503	8,855	10,500
	<b>TOTALS 2710.1</b>	<b>390,240</b>	<b>426,620</b>	<b>491,451</b>
2710.2	Salaries, Clerical	45,198	51,000	52,020

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY15</u></b>	<b><u>ADJUSTED BUDGET - FY16</u></b>	<b><u>RECOMMENDED BUDGET - FY17</u></b>
2710.5	Supplies & Materials			
	Reference & Test Materials	1,566	1,000	1,000
	Recruitment Brochures	3,004	2,000	2,000
	TOTALS 2710.5	4,570	3,000	3,000
2710.6	Other Expenses			
	Travel & Memberships	45	0	0
	TOTALS 2700	440,053	480,620	546,471
2800	Psychological Services			
2800.1	Salaries, Professional			
	School Psychologist	74,942	76,441	77,970
	Tutoring	10,054	4,000	4,000
	TOTALS 2800.1	84,996	80,441	81,970
2800.4	Contracted Services	22,780	42,275	42,275
2800.5	Supplies & Materials	11,148	16,800	20,863
2800.6	Equipment	975	0	0
	TOTALS 2800	119,899	139,516	145,108
	TOTALS 2000	11,508,291	12,225,620	12,690,756

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY15</u></b>	<b><u>ADJUSTED BUDGET - FY16</u></b>	<b><u>RECOMMENDED BUDGET - FY17</u></b>
<b>3000</b>	<b>STUDENT SERVICES</b>			
3100	Attendance			
3100.1	Salaries, Professional Attendance Monitor	43,722	44,596	45,488
	<b>TOTALS 3100</b>	<b>43,722</b>	<b>44,596</b>	<b>45,488</b>
3200	Health Services			
3200.1	Salaries, Professional School Nurses	146,505	152,344	153,268
3200.4	Contracted Services School Physician	15,114	15,300	15,918
	Laundry/Medical Waste	125	1,500	1,500
	<b>TOTALS 3204.4</b>	<b>15,239</b>	<b>16,800</b>	<b>17,418</b>
3200.5	Supplies & Materials	8,367	9,000	9,000
3200.6	Other Expenses Memberships	1,111	280	280
	<b>TOTALS 3200</b>	<b>171,222</b>	<b>178,424</b>	<b>179,966</b>
3310				
3310.1	Salaries, Professional Coordinator of Transportation	64,298	65,584	66,896
3310.3	Salaries, Other Bus Drivers	452,775	503,328	547,035
	Mechanics	127,577	126,491	128,976
	Security/Bus Drivers (50%)	34,062	47,933	48,866
	<b>TOTALS 3310.3</b>	<b>614,414</b>	<b>677,752</b>	<b>724,877</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY15</u></b>	<b><u>ADJUSTED BUDGET - FY16</u></b>	<b><u>RECOMMENDED BUDGET - FY17</u></b>
3310.4	Contracted Services	4,767	0	5,000
3310.5	Supplies & Materials			
	General Supply Items	87,264	88,000	92,000
	Fuel, Oil, Lubricants	120,963	139,000	145,950
	Equipment	1,644	2,500	2,500
	TOTALS 3310.5	209,871	229,500	240,450
3310.6	Other Expenses			
	Licensing & Physicals	6,310	7,000	7,000
	Insurance, Health	53,494	67,723	69,749
	Insurance, Buses	18,703	26,900	27,980
	Insurance, Workers Comp	0	23,300	24,465
	Leasing Expense	119,050	119,215	119,215
	TOTALS 3310.6	197,557	244,138	248,409
	<b>TOTALS 3310</b>	<b>1,090,907</b>	<b>1,216,974</b>	<b>1,285,632</b>
3510	Athletics			
3510.1	Salaries, Professional			
	Athletic Director & Equipment Tech	27,076	27,618	27,076
	Coaches	173,346	158,253	173,253
	Trainer	26,764	27,299	26,764
	Transportation	17,667	18,500	18,500
	TOTALS 3510.1	244,853	231,670	245,593
3510.4	Contracted Services			
	Officials	41,039	35,000	42,000
	Police	2,816	6,000	6,000
	Reconditioning of Equipment	4,154	16,000	16,000
	TOTALS 3510.4	48,009	57,000	64,000
3510.5	Supplies, Sporting Goods & First Aid	93,316	59,900	82,200

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY15</u></b>	<b><u>ADJUSTED BUDGET - FY16</u></b>	<b><u>RECOMMENDED BUDGET - FY17</u></b>
3510.6	Memberships, Clinics & Travel	14,519	15,000	15,000
	<b>TOTALS 3510</b>	<b>400,697</b>	<b>363,570</b>	<b>406,793</b>
3520	Student Body			
3520.1	Salaries, Class & Club Advisors	38,550	45,000	45,000
3520.6	Other Expenses			
	VICA, Skills USA	37,460	25,000	25,000
	Yearbook & Senior Class	9,321	9,000	9,000
	<b>TOTALS 3520.6</b>	<b>46,781</b>	<b>34,000</b>	<b>34,000</b>
	<b>TOTALS 3520</b>	<b>85,331</b>	<b>79,000</b>	<b>79,000</b>
3600	School Security			
3600.1	Salaries, Supervisor of Security	40,023	40,803	41,599
3600.3	Salaries, Other			
	Monitors	23,298	24,990	54,750
	Security/Bus Drivers (50%)	34,247	47,933	41,867
	Security Special Events	16,997	7,000	7,000
	<b>TOTALS 3600.3</b>	<b>74,542</b>	<b>79,923</b>	<b>103,617</b>
3600.4	Contracted Services			
	Security Contract	126,087	122,000	124,440
	School Resource Officer	73,532	75,370	76,900
	<b>TOTALS 3600.4</b>	<b>199,619</b>	<b>197,370</b>	<b>201,340</b>
3600.5	Supplies & Materials	3,817	5,000	5,000
3600.6	Repairs Security Equipment	16,378	18,300	24,900
	<b>TOTALS 3600</b>	<b>334,379</b>	<b>341,396</b>	<b>376,456</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY15</u></b>	<b><u>ADJUSTED BUDGET - FY16</u></b>	<b><u>RECOMMENDED BUDGET - FY17</u></b>
	<b>TOTALS 3000</b>	<b>2,126,258</b>	<b>2,223,960</b>	<b>2,373,335</b>
<b>4000</b>	<b>OPERATIONS/MAINTENANCE</b>			
4110				
4110.4	Contracted Services. Cleaning Contract	279,080	284,816	307,601
	<b>TOTALS 4110</b>	<b>279,080</b>	<b>284,816</b>	<b>307,601</b>
4120	Heating of Building			
4120.4	Contracted Services-Natural/Propane Gas	101,124	110,000	110,000
	<b>TOTALS 4120</b>	<b>101,124</b>	<b>110,000</b>	<b>110,000</b>
4130.4	Utility Services			
	Water	12,791	10,000	10,000
	Sewerage Treatment	34,508	35,000	35,000
	Septic Service	2,045	5,000	6,000
	Refuse Removal	25,272	31,500	35,000
	Telephone	35,846	39,000	67,900
	Hazardous Waste Removal	31,064	40,000	40,000
	Electrical Service	436,344	500,000	500,000
	<b>TOTALS 4130.4</b>	<b>577,870</b>	<b>660,500</b>	<b>693,900</b>
4130.5	Supplies & Matierals	11,933	10,000	15,000
	<b>TOTALS 4130</b>	<b>589,803</b>	<b>670,500</b>	<b>708,900</b>
4210	Maintenance of Grounds			
4210.3	Salaries, Overtime & Snow	24,333	15,000	15,000

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**RECOMMENDED FY 2017**  
**BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY15</u></b>	<b><u>ADJUSTED BUDGET - FY16</u></b>	<b><u>RECOMMENDED BUDGET - FY17</u></b>
4210.5	Supplies & Materials Ice Melt, Sand, Fertilizer	21,277	20,000	25,000
	<b>TOTALS 4210</b>	<b>45,610</b>	<b>35,000</b>	<b>40,000</b>
4220	Maintenance of Buildings			
4220.1	Salaries, Plant Facilities Manager	95,519	97,418	99,606
4220.3	Salaries, Other			
	Forer Stipend	5,621	5,484	5,706
	Maintenance "B"	298,594	304,771	315,151
	Shift Differential	0	5,677	5,677
	STP Stipend	4,250	4,250	4,250
	<b>TOTALS 4220.3</b>	<b>308,465</b>	<b>320,182</b>	<b>330,784</b>
4220.4	Contracted Services	27,877	50,500	50,500
4220.5	Supplies & Materials			
	Electrical, Paint, Plumbing, Etc	75,775	80,300	90,000
	Office Supplies	709	2,000	2,000
	Equipment	29,375	58,244	10,250
	<b>TOTALS 4220.5</b>	<b>105,859</b>	<b>140,544</b>	<b>102,250</b>
4220.6	Other Expenses			
	Repair & Replacement	98,238	40,000	50,000
	Travel & Seminars	0	2,500	2,500
	<b>TOTALS 4220.6</b>	<b>98,238</b>	<b>42,500</b>	<b>52,500</b>
	<b>TOTALS 4220</b>	<b>635,958</b>	<b>651,144</b>	<b>635,640</b>
4230	Maintenance of Equipment			
4230.4	Contracted Services			
	Maint/Rpr of Equipment	63,863	41,000	41,000
	Maint/Rpr of Vehicles	895	5,000	7,500



**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>ADJUSTED BUDGET - FY16</u>	<u>RECOMMENDED BUDGET - FY17</u>
	<b>TOTALS 4230</b>	<b>64,758</b>	<b>46,000</b>	<b>48,500</b>
	<b>TOTALS 4000</b>	<b>1,716,333</b>	<b>1,797,460</b>	<b>1,850,641</b>
<b>5000</b>	<b>FIXED CHARGES</b>			
5100.5	Other Expenses			
	Retirement Program	479,402	494,883	577,257
	Employee Separation Costs	0	0	13,500
	Annuities	29,500	29,500	21,500
	<b>TOTALS 5100</b>	<b>508,902</b>	<b>524,383</b>	<b>612,257</b>
5200.6	Other Expenses			
	Health Insurance-active employees	2,324,698	2,240,123	2,380,168
	Health Insurance - retiree	567,407	874,058	904,400
	Dental Insurance -active employees	0	0	98,563
	Medicare	195,360	197,888	201,846
	Life/Disability Insurance	6,235	2,500	2,500
	Student Accident	18,058	15,200	15,300
	Package Insurance	99,079	111,000	95,500
	Worker's Compensation	92,476	70,900	72,335
	Umbrella	9,314	25,000	28,400
	Treasurer's Bond	661	800	700
	School Board Indemnity	3,761	4,000	4,100
	Automotive	9,918	4,800	7,520
	Unemployment	54,679	106,000	106,000
	OPEB - Liability Trust Fund	0		0
	Employment Practices Liability	16,877	18,500	16,700
	Disability Insurance	3,500	3,570	3,570
	<b>TOTALS 5200</b>	<b>3,402,023</b>	<b>3,674,339</b>	<b>3,937,602</b>
5300.4	Rental of Equipment			
	Postage Meter	2,097	3,800	3,800
	Copy Machines	41,301	41,995	46,995

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2017  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>ADJUSTED BUDGET - FY16</u>	<u>RECOMMENDED BUDGET - FY17</u>
	<b>TOTALS 5300</b>	<b>43,398</b>	<b>45,795</b>	<b>50,795</b>
	<b>TOTALS 5000</b>	<b>3,954,323</b>	<b>4,244,517</b>	<b>4,600,654</b>
<hr/>				
<b>6000</b>	<b>COMMUNITY SERVICES AND STAFF DEVELOPMENT</b>			
6200.5	Supplies & Materials Office, Flyers, Postage	8,130	12,000	12,000
	<b>TOTALS 6000</b>	<b>8,130</b>	<b>12,000</b>	<b>12,000</b>
<hr/>				
<b>7000</b>	<b>REPLACEMENT OF EQUIPMENT</b>			
7400	Replacement of Equipment	71,048	92,210	89,085
	<b>TOTALS 7000</b>	<b>71,048</b>	<b>92,210</b>	<b>89,085</b>
<hr/>				
<b>9000</b>	<b>TUITIONS TO OTHER SCHOOLS</b>			
9100	Tuitions to Mass Schools	0	6,750	6,750
9110	Tuition School Choice Out	33,336	38,000	38,000
9400	Tuitions to Collaboratives	31,101	22,000	22,000
	<b>TOTALS 9000</b>	<b>64,437</b>	<b>66,750</b>	<b>66,750</b>
<hr/>				
<b>TOTAL BUDGET</b>		<b>20,545,389</b>	<b>21,685,697</b>	<b>22,733,414</b>
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**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
TOTAL ASSESSMENTS FOR FY 2017**

Required Net School Spending	19,322,789
Other Assessments, Transportation and Community Education	1,285,632
Long Term Debt Assessment	-
Capital Assessment	795,000
Other Educational Assessment	<u>2,124,993</u>
Gross Budget	23,528,414

Less Revenues To Be Applied:

Chapter 70 aid	8,841,207	
E and D	390,000	
Transportation	<u>642,816</u>	<u>9,874,023</u>

Total Assessments	<u><u>13,654,391</u></u>
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	<u>Minimum Contribution</u>	<u>Other Assessments</u>	<u>Long-term Debt Assessments</u>	<u>Capital Assessments</u>	<u>Other Educational Assessments</u>	<u>Total Assessments</u>
Amesbury	718,998	37,288	-	40,718	123,263	920,267
Georgetown	445,406	19,957	-	26,846	65,972	558,181
Groveland	798,953	40,439	-	17,909	133,680	990,981
Haverhill	5,501,418	417,515	-	157,001	1,380,204	7,456,139
Ipswich	361,890	14,180	-	33,745	46,875	456,690
Merrimac	735,053	38,338	-	16,478	126,736	916,605
Newbury	370,144	14,180	-	15,304	46,875	446,502
Newburyport	321,626	12,604	-	51,471	41,667	427,368
Rowley	264,007	10,504	-	15,946	34,722	325,179
Salisbury	681,999	26,784	-	16,497	88,541	813,821
West Newbury	282,088	11,029	-	13,083	36,458	342,658
TOTALS	<u>10,481,582</u>	<u>642,816</u>	<u>-</u>	<u>405,000</u>	<u>2,124,993</u>	<u>13,654,391</u>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**REQUIRED NET SCHOOL SPENDING  
FY 2017**

Required Net School Spending	19,322,789
Less: Chapter 70 Aid	<u>8,841,207</u>
Net Minimum Contribution	<u><u>10,481,582</u></u>
Member Municipalities:	
Amesbury	718,998
Georgetown	445,406
Groveland	798,953
Haverhill	5,501,418
Ipswich	361,890
Merrimac	735,053
Newbury	370,144
Newburyport	321,626
Rowley	264,007
Salisbury	681,999
West Newbury	<u>282,088</u>
TOTALS	<u><u>10,481,582</u></u>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**OTHER ASSESSMENTS  
FY 2017**

Transportation	1,285,632
Less: Transportation Revenue to be Applied	<u>642,816</u>
Net Assessment	<u><u>642,816</u></u>

	<b><u>FY16 PUPILS/% OF CONTRIBUTION</u></b>		<b><u>FOR COMPARISON ONLY</u></b>		
	<b><u>PUPILS</u></b> <b><u>10/1/2014</u></b>	<b><u>PERCENT OF</u></b> <b><u>CONTRIBUTION</u></b>	<b><u>PUPILS</u></b> <b><u>10/1/2015</u></b>	<b><u>PERCENT OF</u></b> <b><u>CONTRIBUTION</u></b>	
MEMBER MUNICIPALITIES:					
Amesbury	64	5.47%	71	5.80%	37,288
Georgetown	44	3.76%	38	3.10%	19,957
Groveland	73	6.24%	77	6.29%	40,439
Haverhill	771	65.95%	795	64.95%	417,515
Ipswich	33	2.82%	27	2.21%	14,180
Merrimac	66	5.65%	73	5.96%	38,338
Newbury	23	1.97%	27	2.21%	14,180
Newburyport	18	1.54%	24	1.96%	12,604
Rowley	15	1.28%	20	1.63%	10,504
Salisbury	46	3.93%	51	4.17%	26,784
West Newbury	16	1.37%	21	1.72%	11,029
TOTALS	<u>1169</u>	<u>100.00%</u>	<u>1224</u>	<u>100.00%</u>	<u><u>642,816</u></u>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**OTHER EDUCATIONAL ASSESSMENTS  
FY 2017**

Other Educational Assessments	2,124,993
Less: E and D Transfer to Reduce Assessments	<u>0</u>
Total Other Educational Assessments	<u><u>2,124,993</u></u>

	<b><u>FY16 PUPILS/% OF CONTRIBUTION</u></b> <b><u>FOR COMPARISON ONLY</u></b>				
	<b><u>PUPILS</u></b> <b><u>10/1/2014</u></b>	<b><u>PERCENT OF</u></b> <b><u>CONTRIBUTION</u></b>	<b><u>PUPILS</u></b> <b><u>10/1/2015</u></b>	<b><u>PERCENT OF</u></b> <b><u>CONTRIBUTION</u></b>	
MEMBER MUNICIPALITIES:					
Amesbury	64	5.47%	71	5.80%	123,263
Georgetown	44	3.76%	38	3.10%	65,972
Groveland	73	6.24%	77	6.29%	133,680
Haverhill	771	65.95%	795	64.95%	1,380,204
Ipswich	33	2.82%	27	2.21%	46,875
Merrimac	66	5.65%	73	5.96%	126,736
Newbury	23	1.97%	27	2.21%	46,875
Newburyport	18	1.54%	24	1.96%	41,667
Rowley	15	1.28%	20	1.63%	34,722
Salisbury	46	3.93%	51	4.17%	88,541
West Newbury	16	1.37%	21	1.72%	36,458
<b>TOTALS</b>	<b>1169</b>	<b>100.00%</b>	<b>1224</b>	<b>100.00%</b>	<b>2,124,993</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
CAPITAL COSTS ASSESSMENTS  
FY 2017**

**Assessed as a Capital Cost**

7000 Asset Acquisition

Bleacher replacement	795,000
Less: E and D	-390,000
<b>Total Capital Cost Assessment</b>	<b><u>405,000</u></b>

<b>MEMBER MUNICIPALITIES</b>	<b>Resident Pupils <u>10/2/2015</u></b>	<b><u>%</u></b>	<b><u>Capital Cost Assessment</u></b>
Amesbury	2219	10.05%	40,718
Georgetown	1463	6.63%	26,846
Groveland	976	4.42%	17,909
Haverhill	8556	38.77%	157,001
Ipswich	1839	8.33%	33,745
Merrimac	898	4.07%	16,478
Newbury	834	3.78%	15,304
Newburyport	2805	12.71%	51,471
Rowley	869	3.94%	15,946
Salisbury	899	4.07%	16,497
West Newbury	713	3.23%	13,083
<b>TOTAL</b>	<b><u>22071</u></b>	<b><u>100.00%</u></b>	<b><u>405,000</u></b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**Proposed School Choice Expenditures FY17**  
(Revised 3-8-16)

Estimated FY16 Year End Balance	67,133
Estimated School Choice Receipts to be Received during FY16	<u>400,000 *</u>
Total Estimated Available	467,133

**Proposed Expenditures:**

<b>Salary</b>		
English Teacher	1.00	70,017
Data/IT Specialist	1.00	53,231
Transportation (2 drivers)		40,000
Summer Academic Programs		<u>35,000</u>
		198,248

<b>Expense</b>		
Transportation Other Costs		17,000
Summer Painting		30,000
Summer Academic Programs		15,000
Health Insurance		<u>29,151</u>
		91,151

<b>TOTAL PROPOSED EXPENDITURES</b>	<b>289,399</b>
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**Addendum:**

New Engineering Program (only if not approved in FY17 Perkins grant)	
Salary (65,000) and Health Ins (15,000)	80,000

<b>TOTAL POTENTIAL EXPEDITURES</b>	<b>369,399</b>
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\*84 Students Received/4 Students Sending





## Town Directory

	Phone Number
Town Hall Main Line.....	978-556-7200
Accountant's Office.....	978-556-7203
Assessor's Office.....	978-556-7218
Cemetery Department.....	978-373-5686
Conservation Office.....	978-556-7214
Council on Aging.....	978-556-7217
Electric Light Department.....	978-372-1671
Finance Office.....	978-556-7204
Fire Department.....	978-374-1923
Health Department.....	978-556-7210
Highway Department.....	978-556-7208
Inspectional Services.....	978-556-7209
Langley Adams Library.....	978-372-1732
Police Department.....	978-521-1212
Selectmen's Office.....	978-556-7207
Tax Office (Treasurer/ Collector).....	978-556-7202
Town Clerk's Office.....	978-556-7221
Water and Sewer Department.....	978-556-7220

For more information, visit our website at  
[www.Grovelandma.com](http://www.Grovelandma.com)